EduBase User Manual

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1 EduBase overview

EduBase v2 (hereinafter referred to as 'EduBase') is a comprehensive database of educational establishments in England and Wales. The database contains data on around 65,000 establishments, from compulsory-aged maintained schools to Further and Higher Education colleges. EduBase currently contains over 250 data fields for each establishment, and this number is expected to grow.

Establishment data are available for several different groups of users, such as the:

- general public;
- establishment users;
- stakeholders;
- DfE staff; and
- system administrators and helpdesk staff.

Each group of users will access their data through a separate online portal. Each portal provides access to EduBase functions available for a specific user group.

2 Conventions

EduBase is a web-based system, therefore all terms pertaining to database graphical user interface including, but not limited to: Select, Menu, Click, Home page etc. are standard terms for web-based software, unless specifically stated otherwise.

Whenever an item appears on the screen marked as a link (blue and underlined, for example Edit), you can click this item to go to a new page or perform an action. For instance, clicking on an establishment name will open establishment details, and clicking on a column header in a table will sort the table by field values in the column clicked.

Names of menu items that appear in EduBase are mentioned in the text of this manual in bold and italic, for example ***Filters***. Field Values, ranges, buttons, links, tabs and other controls are given in single quotes, for example 'Gender'.

3 EduBase system outline

The URL to access the EduBase system is www.education.gov.uk/edubase. Figure 1 shows the page that will be displayed as soon as you go to the EduBase URL. This is a public page and can be accessed by anyone without having to login. This page will be displayed as soon as you go to the URL of the EduBase website.

Welcome to EduBase Public portal
Printer friendly version
The up to date database of educational establishments across England and Wales.
Select education phase and location to quickly find a suitable establishment in your neighbourhood or define advanced search criteria to investigate education opportunities across the UK.
Help
Search EduBase
Show me
[All]
Enter a town, locality or postcode
Radius
[All]
Establishment name
Search
You can define more advanced search criteria on the advanced search page
From nurseries through to colleges, EduBase lets you search for establishments by name, location or type. So, whether you're looking for a specific single school or college or for more than one establishment meeting your criteria, EduBase can help.
EduBase Disclaimer
We invest significant resources into providing accurate data but there may be times when changes have not been notified to EduBase e.g. a change of head teacher.
Users should note that the EduBase radius filter should not be used as the definitive measure of distance for school admissions purposes.
Enquiries regarding the opening, closing, merger or amalgamation of independent schools should be addressed to Paul Zeltins in 01325 391179 as should any enquiries regarding difficulties in tracing independent schools.
If you require further support in using EduBase, or are interested in subscribing to one of our data services, please contact the service desk on 0870 120 25 27 or click here to email
Public home | About EduBase | Advanced search | FAQ | Glossary | Feedback | Useful links | Login

Figure 1: EduBase public portal

If you need to login to EduBase, you will need to click on the left hand side menu command ***Login*** which will take you to the login page. Figure 2 shows the login menu on the left hand side of the EduBase public portal.

Figure 2: Login menu on the left hand side

Once you have logged in to EduBase, you will be taken to the ***Home page*** specific to you access rights as shown in the Figure 3. This depicts the homepage for an Establishment user.

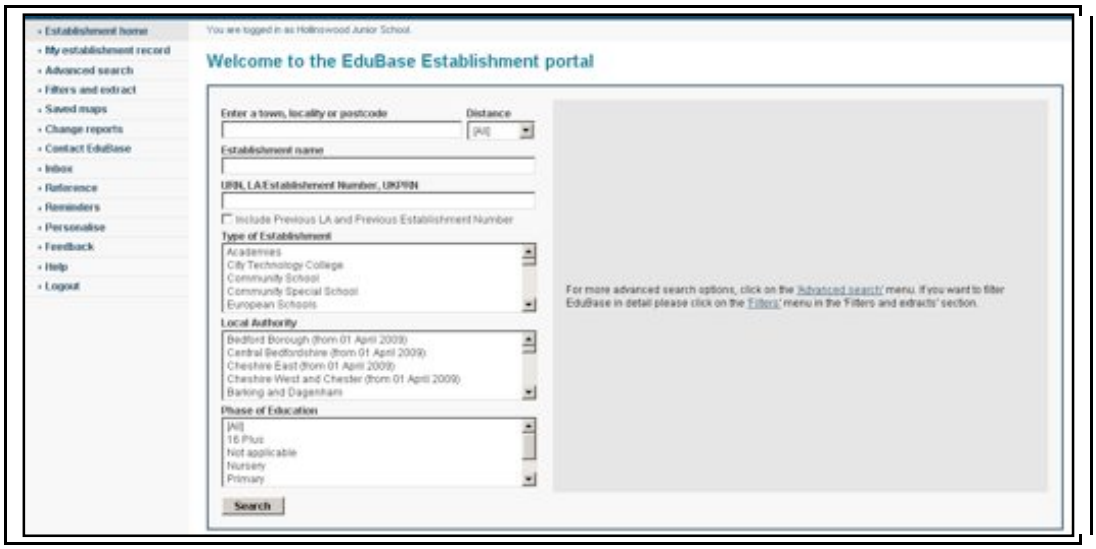


Figure 3. EduBase Home page

All operations on EduBase are carried out via the left-hand menu commands. A selected menu item is expanded to list all commands available. Once a command is selected, its page will open to display relevant data and controls.

A brief reference on available commands is given below, while detailed descriptions of functions and pages available via menu commands are provided in further sections of this manual.

3.1 Menu commands reference

3.1.1 *Home*

Select this menu item to return to home page.

3.1.2 ***My Establishment record*** (For Establishment users only)

Clicking on this menu will take you to your establishment record.

Note: Please see section 4.2 for more information on Establishment records.

3.1.3 **My Federation** (For Establishment users only)

Clicking on this menu will take you to the details of any federation your establishment is linked to.

Note: Please see section 4.3 below for more information on updating your adding your establishment to a new federation or an existing federation. Alternatively, you may wish to edit the details of your own federation.

3.1.4 *Advanced search*

This area of the EduBase system lets you customise your search by providing you with more search

filters.

Note: Please see section 4.1.2 for more information on ***Advanced search***.

3.1.5 *Filters and Extract*

Select this item to create and manage filters and data extracts.

Filters. Open a list of available filters to edit/delete existing filters or create new ones.

Extract files. Open a list of existing extract files available for download.

Scheduled extracts. Schedule a new extract based on a filter you have saved.

Note: See section 4.4 and 4.5 of this document for more information on ***FILTERS*** and ***Extracts*** respectively.

3.1.6 *Saved maps*

Select this menu to view any maps that you have saved.

Note: For more information on Maps, please see section 4.9.

3.1.7 *Change reports*

In this area you can view and track database record changes and updates to be introduced.

Pending change requests. An area allowing data owners to view pending change requests for the fields for which they are responsible.

Change history. Access the history of changes for a particular establishment, group of establishments or field within EduBase.

Note: See section 4.7 of this document for more information on Change reports.

3.1.8 *Service Request/Feedback*

Service Request/Feedback is a place where you can get in contact with the EduBase Service desk. You can contact the Service desk if have any questions regarding the EduBase system, using a feedback form built into the system.

Note: See section 4.11 of this document for more information on Contact EduBase

3.1.9 Inbox

Compose message. Access this part of the EduBase system to compose an email message and communicate with the EduBase Service desk.

Message list. This section shows you all the communications between you and the EduBase Service desk.

Note: Please see section 4.8 for more information on Inbox

3.1.10 Reference

FAQ. This section enlists answers to all common questions about EduBase portal.

Glossary. View a list of EduBase terms and definitions.

3.1.11 *My account – Non Establishment/school users*

You can use this section to update the contact details we have for you on the EduBase system.

Note: See section 4.10 of this document for more information on 'My account'.

3.1.12 *Help*

Use this menu to download a copy of the EduBase user guide; step-by-step guide for bulk uploads data dictionary and web service specifications.

4 Features of EduBase

This section contains detailed instructions on how to use each function available in EduBase.

4.1 Search EduBase

EduBase provides you with **Quick search** and ***advanced search*** options. You may select these depending upon the type of search you wish to carry out.

4.1.1 Quick Search

On the Home page you will find a ***Quick Search*** feature. This feature allows you to access the information held in EduBase, by generating a list of 'Search results' showing records which meet your defined criteria.

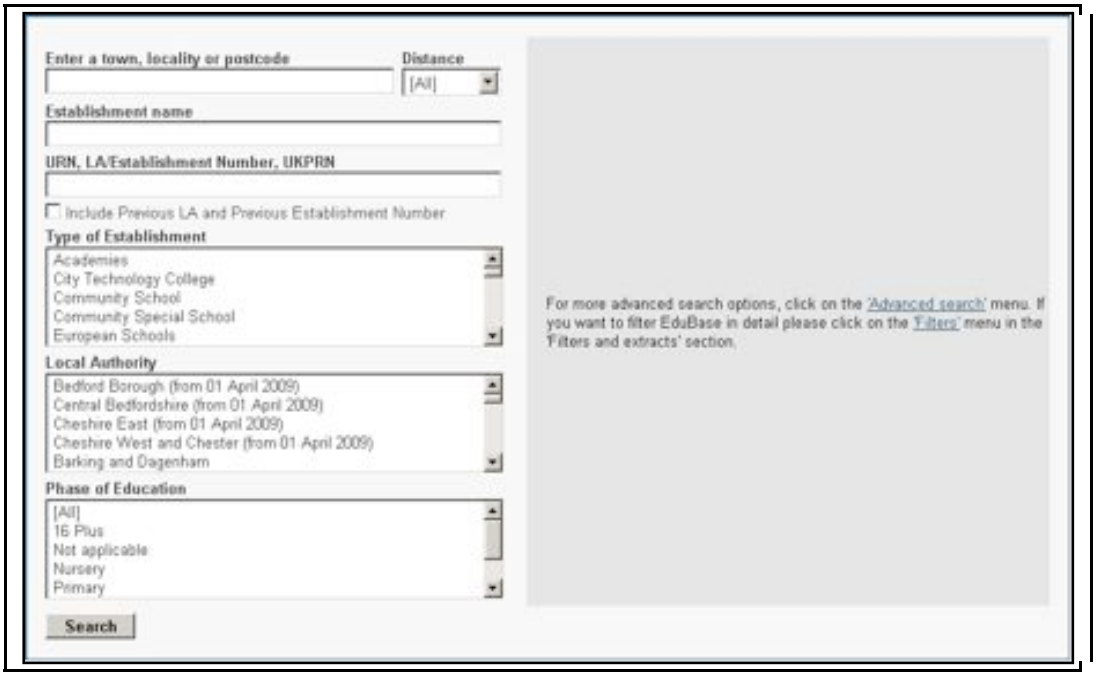

Enter a town, locality or postcode
Distance
[All]
Establishment name
URN, LA/Establishment Number, UKPRN
Include Previous LA and Previous Establishment Number
Type of Establishment
Academies
City Technology College
Community School
Community Special School
European Schools
Local Authority
Bedford Borough (from 01 April 2009)
Central Bedfordshire (from 01 April 2009)
Cheshire East (from 01 April 2009)
Cheshire West and Chester (from 01 April 2009)
Barking and Dagenham
Phase of Education
[All]
16 Plus
Not applicable
Nursery
Primary
Search
For more advanced search options, click on the 'Advanced search' menu. If you want to filter EduBase in detail please click on the 'Filters' menu in the 'Filters and extracts' section.

Figure 4. Quick Search filters

You can search by location to return establishments within a specified radius of your location. You can select a particular phase of education to view a list of results, for example, for Primary establishments. Alternatively, if you know the establishment you wish to view, you can enter the establishment name, or unique identifier.

4.1.2 *Advanced search*

You can access ***advanced search*** from the ***Quick search*** page (See Figure 4) as well as from the left hand side menu. Using advanced search options, you may broaden your search using filters such as 'Open/Closed', type of Local Authority and Gender. Once you are done selecting/entering your search criteria, click on search. See section 4.1.3 for search results.

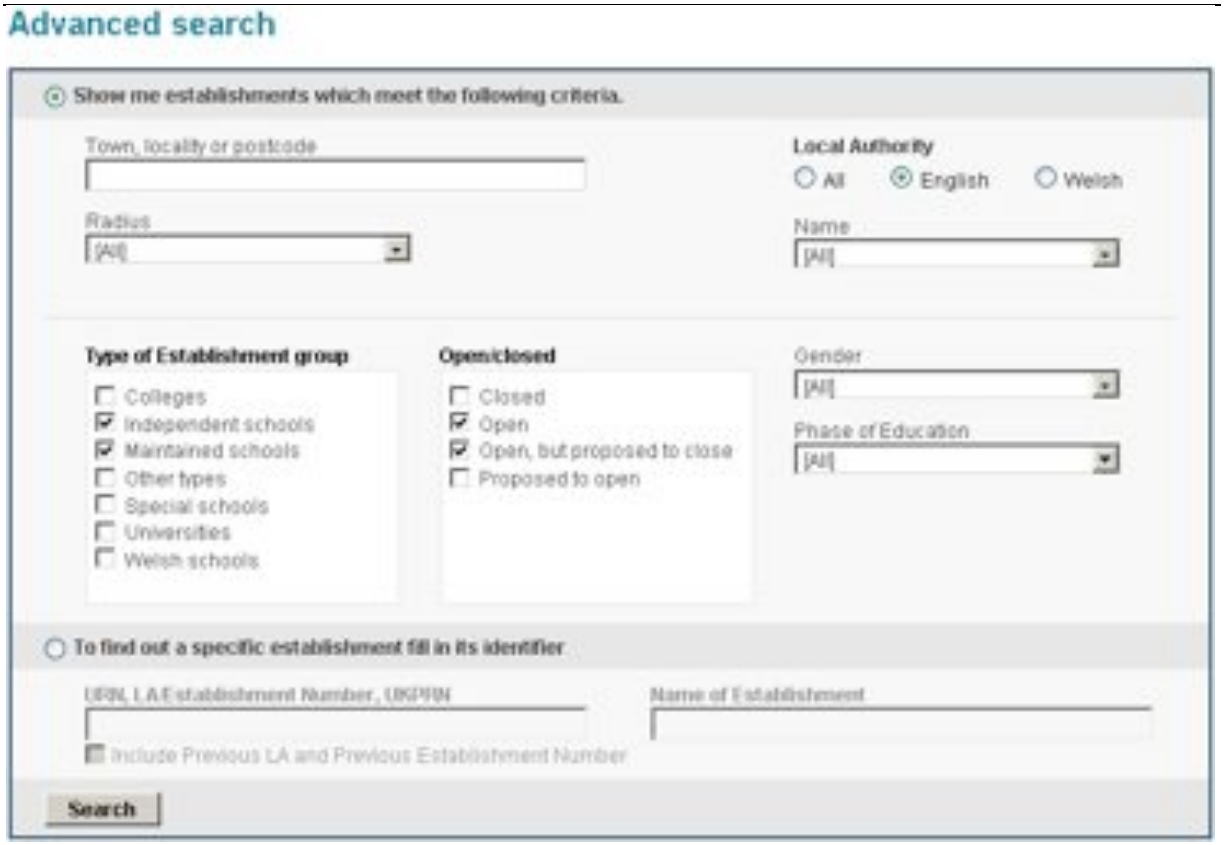


Figure 5. Advanced search

4.1.3 Search results

Clicking on search will display a list of 'Search results' showing basic information on the establishments listed (See Figure 6).

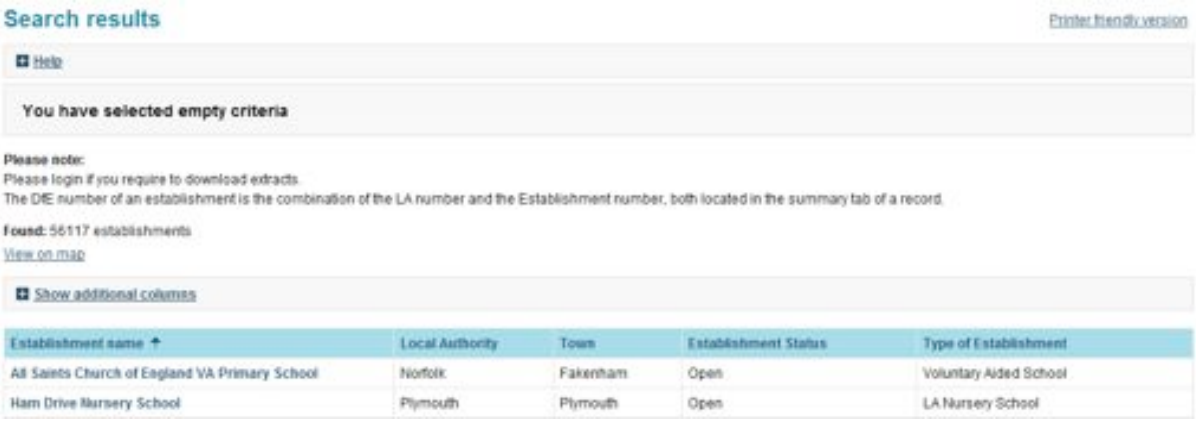


Figure 6. Search results

Clicking on the 'Establishment name' will take you to the 'Establishment record' for your selected establishment.

4.1.4 Additional columns

In Figure 7, you will see that the search results are displayed along with some useful functions.

Figure 7. Show additional columns

If you wish to add a new column to be displayed along with your search results, click on the '+' sign placed before the 'Show additional columns' (See Figure 7) which will expand to give you a list of columns that you may select. Once these are selected, click on 'Update columns' and your search results will be updated to display or hide the type of columns selected or deselected respectively.

4.1.5 Search exports

Exporting search results is just a click away. This functionality allows you to export your search results in various file formats. The file formats include CSV, XLS and XML. For example if you want to export a list of all the fields for a particular establishment, you simply search for the establishment record and click on 'Export as a CSV', 'Export as an XLS' or 'Export as an Xml' as shown in Figure 8.

Figure 8: Search exports

4.1.6 Search results on Map

EduBase provides you with the latest technology not just to give you raw data, but also to convert that data into meaningful information and provide that information to you in the best possible way. The 'View on map' link on the search results gives you an opportunity to look at the results by their geographical location on the map.

Note: For more information on maps, see section 4.9.

4.2 Establishment record

Whenever you click on an establishment name, you will be taken to the full 'establishment record' for that particular establishment. This record contains all data available for the establishment in EduBase (depending on your security permissions). As there are a large number of data fields available for each establishment, the 'establishment record' is displayed using a number of tabs, to group fields into subject areas. You can switch between these tabs to view data on different aspects of a

particular establishment record.

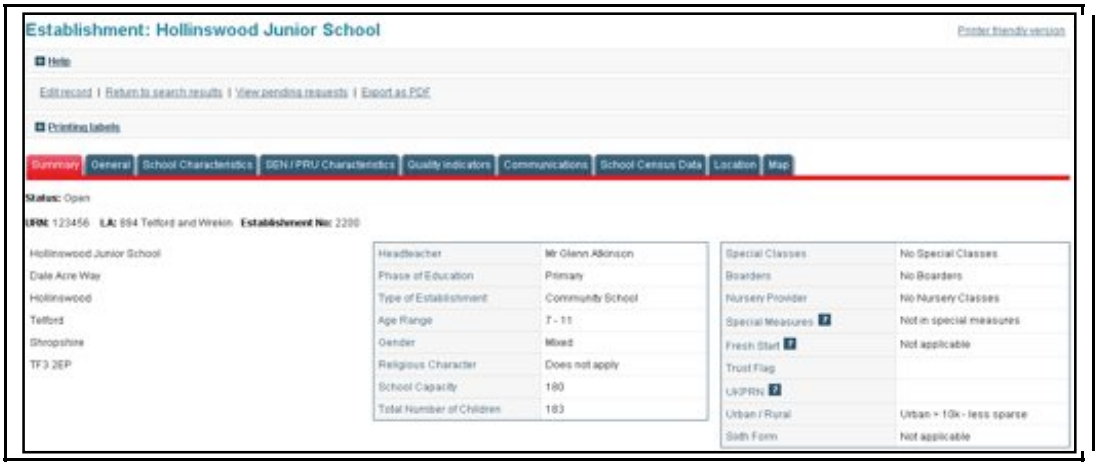


Figure 9. Establishment record

The summary tab is a summary of the key information held on the establishment.

You can 'Edit' the establishment record to suggest changes/updates to a particular field or number of fields within a record. To 'Edit' an establishment record, you should use the 'Edit record' link provided at the top of each record (See Figure 11)

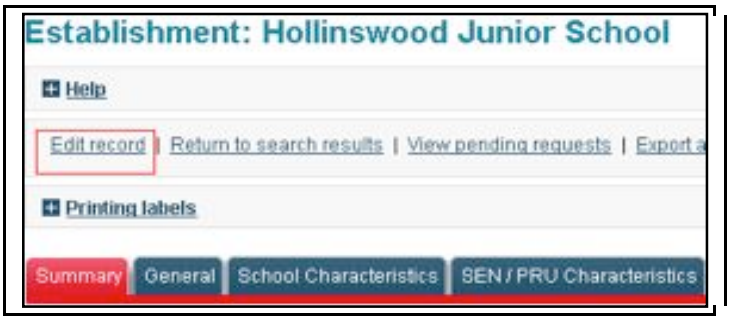


Figure 10. Edit record

This option will take you to a form, allowing you to suggest changes to field values for the establishment that you have selected. The form has a combination of free text and selection boxes, to aid you in suggesting the appropriate change.

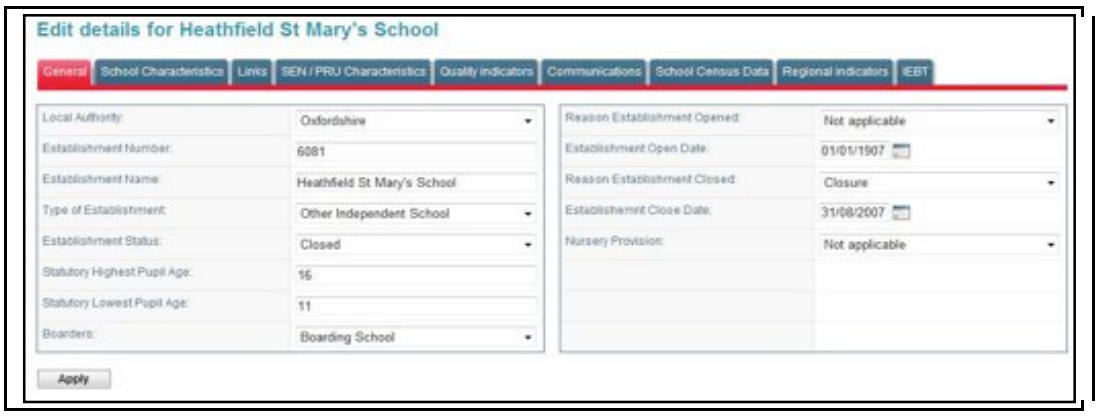


Figure 11. Edit record

Please note: You can only view fields for which you have permission to edit. If you would like to suggest a change to a field that you do not have permission to edit, you should contact the EduBase Service desk.

You can view the all the pending requests to the Establishment record by clicking on 'View pending requests' as shown in Figure 13. The pending requests lists all the change requests which have been suggested but are yet to be actioned.

Figure 12. View pending requests

4.3 My Federation – for establishment users only

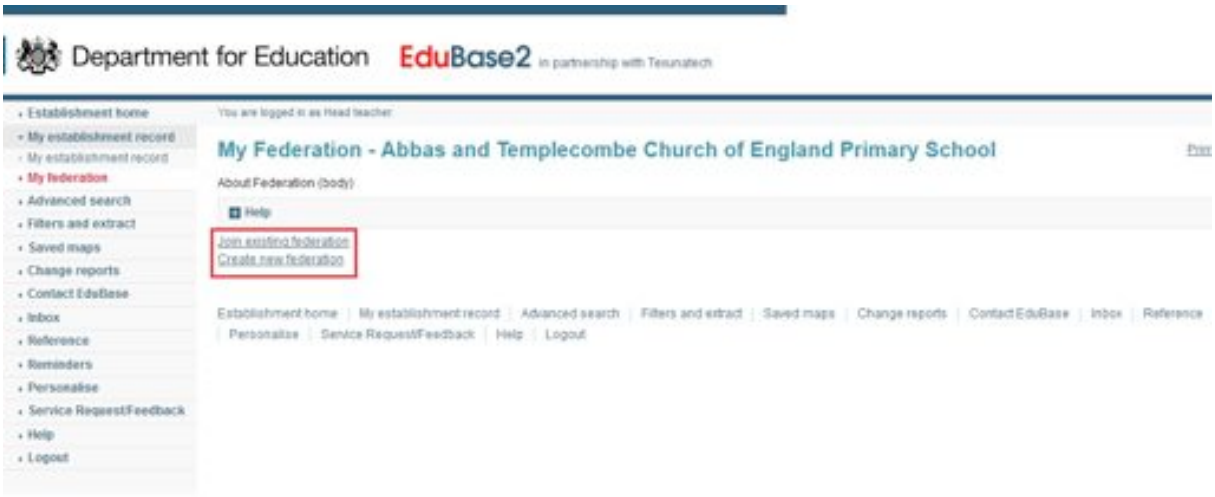
To access the My Federation page select **My Federation** under **My Establishment Record** in the left-hand Menu. If your establishment is already linked to a federation, this page shows the details of your federation. Alternatively, you may use this page to add your establishment to a new or an existing federation.

There are several operations available on the My Federation page:

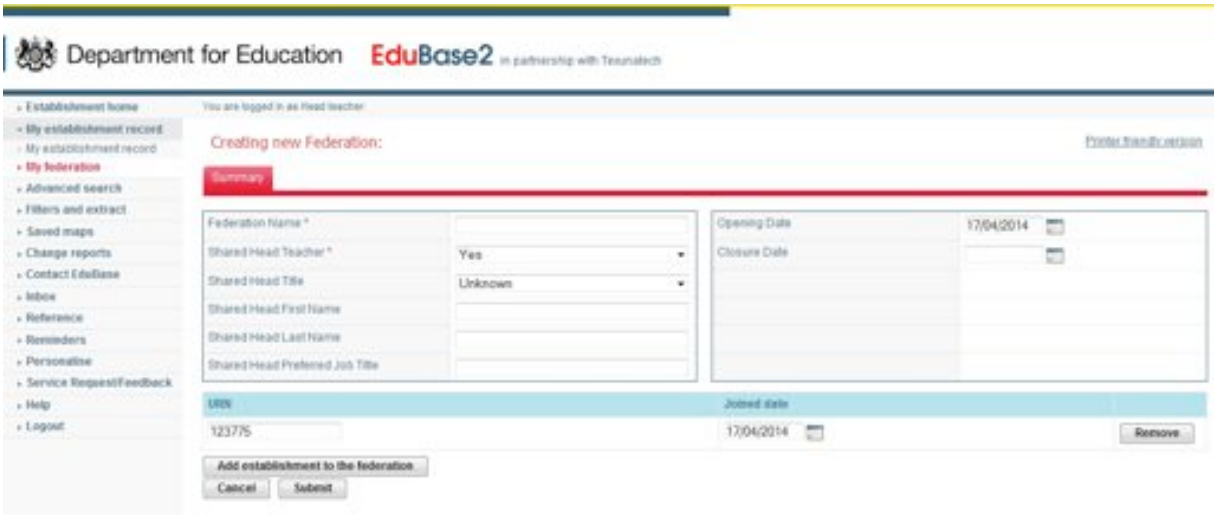
- If your establishment is not linked to a federation, you can:
  - Create a new federation and link your establishment to it
  - Link you establishment to an existing federation
- If your establishment is linked to a federation, you can:
  - Edit your federation details, such as federation name and shared headteacher
  - Add establishments to your federation
  - Remove establishments from your federation
- View Federation Change History.

4.3.1 Creating a new federation and linking establishments to it

To create a new federation, click on **My Federation** under **My Establishment Record** in the left-hand Menu then click on **Create New Federation**


Department for Education
EduBase2
My Federation - Abbas and Templecombe Church of England Primary School
Join existing federation
Create new federation

Enter all the relevant information and add any additional establishments to the federation by **clicking Add establishment to the federation**



Note: A federation must have at least two establishments; you will not be able to create a new federation with only one establishment. Please ensure you have the URN of the other establishments in the federation before attempting to create one. An establishment's URN can be found by searching and reviewing an establishment's record (4.1.1).

4.3.2 Add Establishment to a Federation

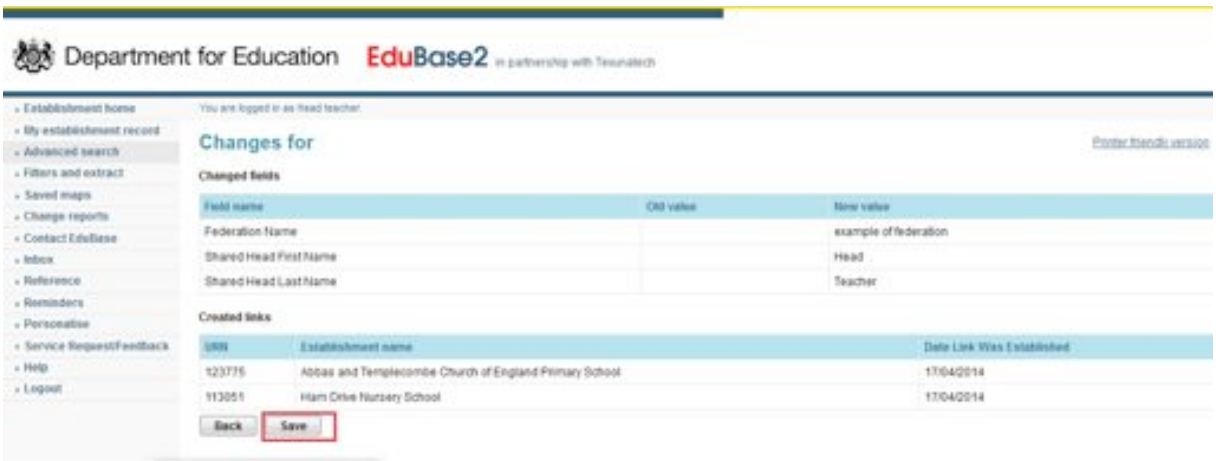
To add establishments to your federation, click on the '**Add establishment to the federation'** button found on your 'My federation' page.

This will open up a **URN field** and **Joined Date field**. Enter the Unique Reference Number (URN) of the establishment you wish to link with your federation, and the date the establishment joined the federation.

Please note, you can only link an establishment that is listed as 'Open' or 'Open but proposed to close' to a federation.

After all establishments have been added to the federation, click **Submit**.

This will bring up a confirmation page of the changes you have made when creating the federation, if happy with details of federation click **Save.**

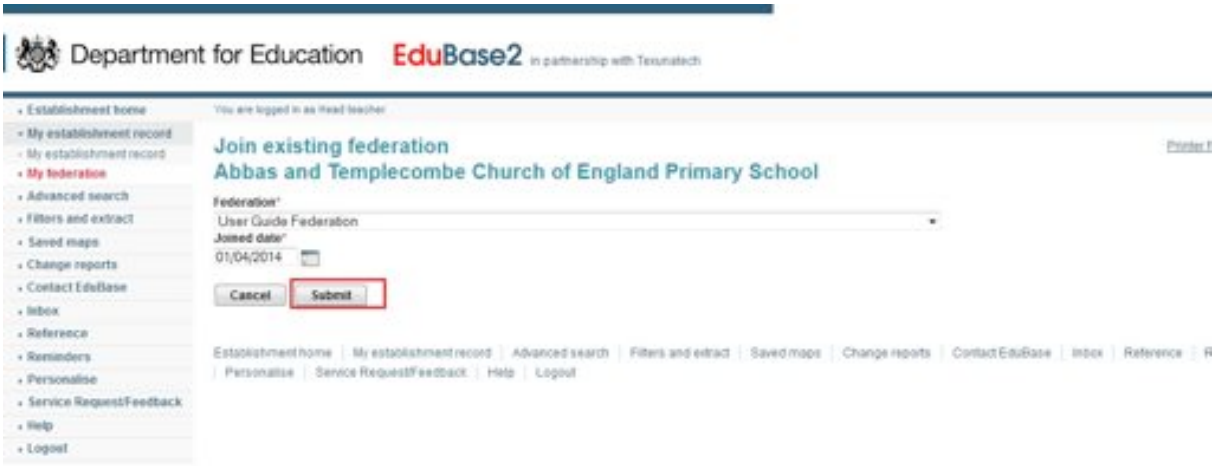


4.3.3 Linking your establishment to an existing federation

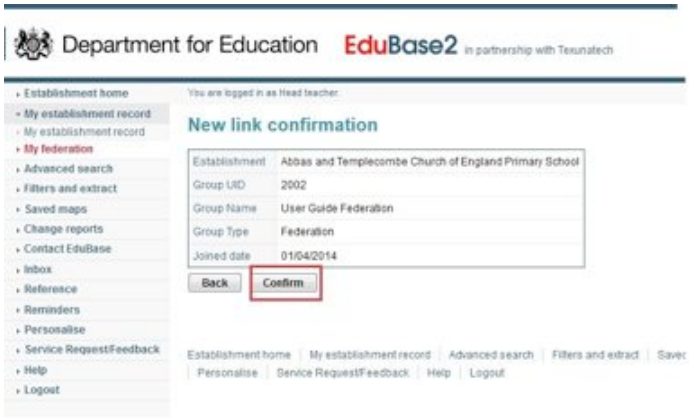
To link your establishment to an existing federation, click on **My Federation** under **My Establishment Record** in the left-hand Menu then click on **Join Existing Federation.**

Note: An establishment may only be linked to a single federation. Therefore, you will need to remove your establishment from any federation it is currently linked to, before joining another federation. Instructions for how to remove establishments from a federation are found in section 4.3.5 below.

If your establishment is not currently linked to a federation, you can select the federation you wish to join from the 'Federation' list. Once you have added the date your establishment joined the federation, click **Submit**.



This will bring you to a confirmation page with details of the federation your establishment is joining.



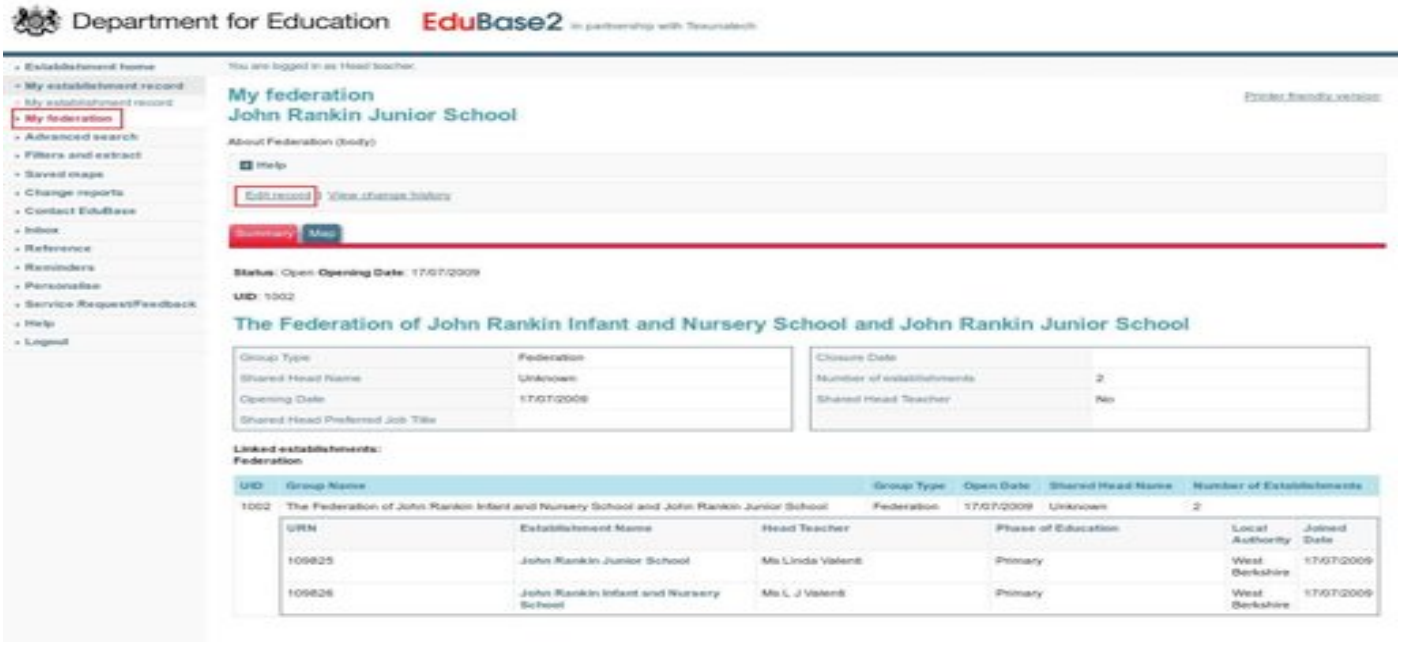
Once you click confirm it will bring you to your establishment record, showing the federation is now linked to your establishment.

4.3.4 Editing Federation Details

Once linked to a federation, you can edit your federation details. To do this, click on **My Federation**

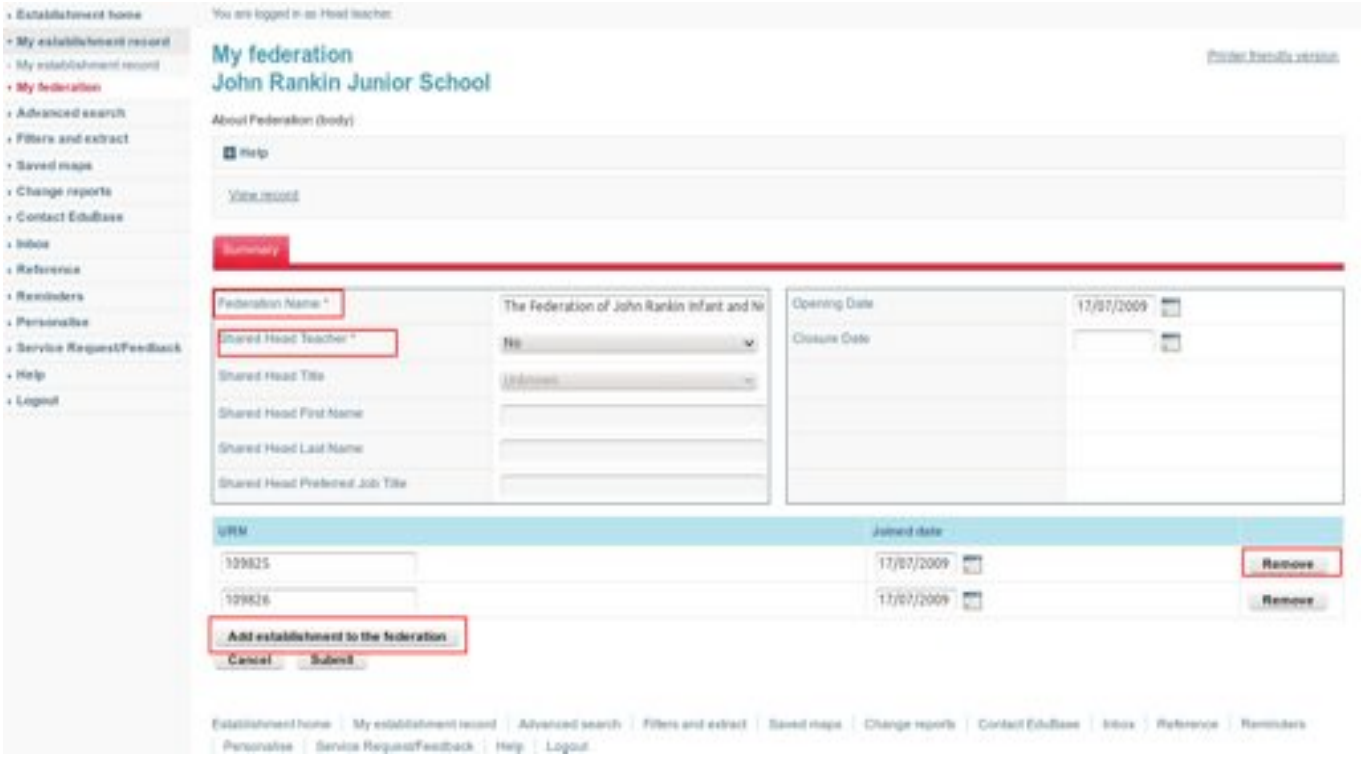
under **My Establishment Record** in the left-hand Menu then click on **Edit Record**

You may then edit fields, add other establishments to the federation (see section 4.3.2), and save your changes by clicking on **Submit.**


Department for Education
EduBase2
My federation
John Rankin Junior School
The Federation of John Rankin Infant and Nursery School and John Rankin Junior School

4.3.5 Removing establishment from the Federation

To remove establishments from your federation, edit the federation details and click **Remove** next to the establishment you wish to remove. Once all changes have been made, click **Submit.**



Note: A federation must have more than one linked establishments. If you remove all establishments from the federation then it will automatically be closed.

4.3.6 View Federation Change History

To view the change history of the Federation your establishment is linked to, click on **My Federation** under **My Establishment Record** and click **View Change History**.

4.4 Filters

To access filters page select ***Filters*** under ***Filters and Extract*** in the left-hand menu. The page shows a list of all filters currently available in EduBase.

Note: You can click on a column name to sort by this column (i.e. by date or by name).

There are several operations available from the filters page. You can:

- apply an existing filter;
- create a new filter;
- edit an existing filter; or
- delete an existing filter.

Figure 13. Filters

4.4.1 Applying an existing filter

To apply a filter click on its name. All establishments which meet the defined criteria will be displayed in a summary report, along with current filter name and defined criteria (listed in the header). You

can choose to edit the filter, create an extract file based on the filter you are viewing, or go back to the filter list.

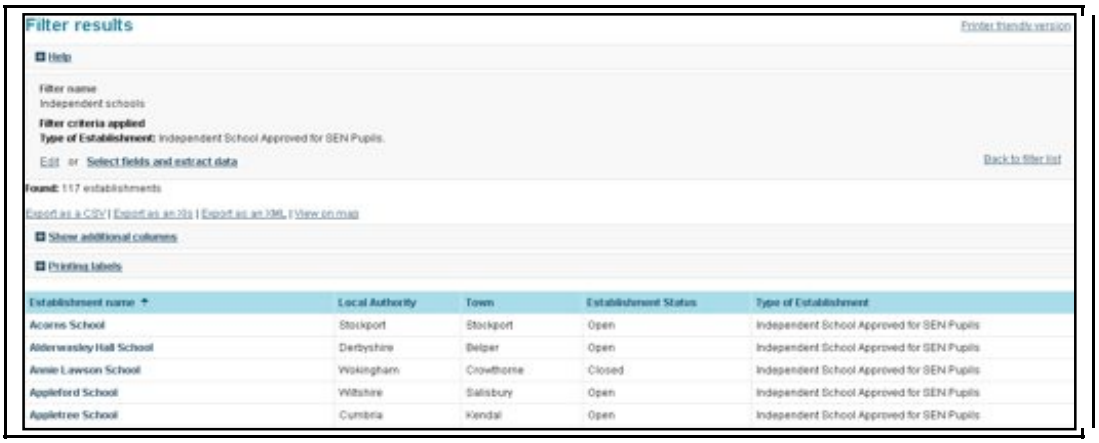


Figure 14. Filter results

Alternatively you may wish to view a record for one of the establishments, by clicking on the 'name' of an establishment to access the full record.

4.4.2 Creating a new filter

Click on 'Create New' button to open a new filter page. It is similar in layout to establishment record page, and you can navigate between the tabs to select filtering criteria.

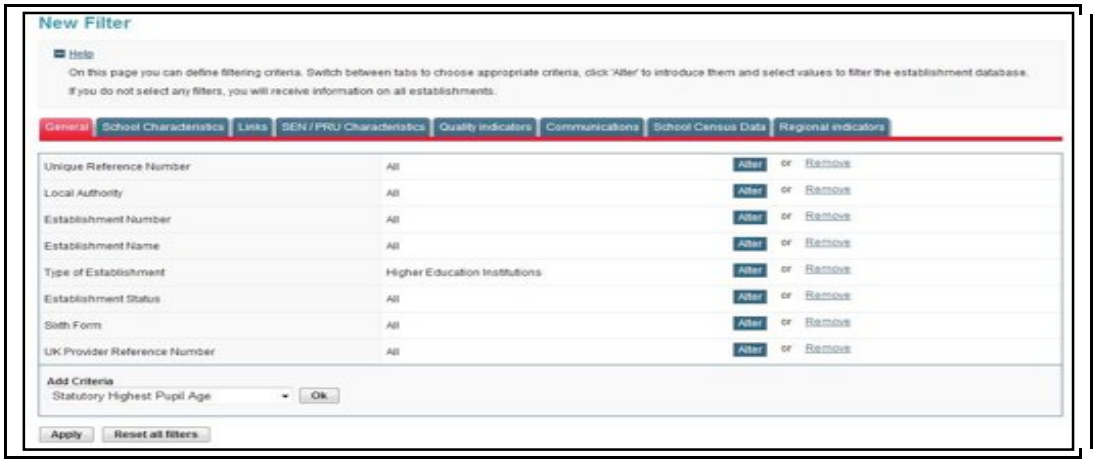


Figure 15. Creating filters 1

To edit the criterion click on the 'Alter' button next to a field you would like to filter and select a value(s) for your criterion. Hold down the CTRL button on your keyboard to select multiple values.

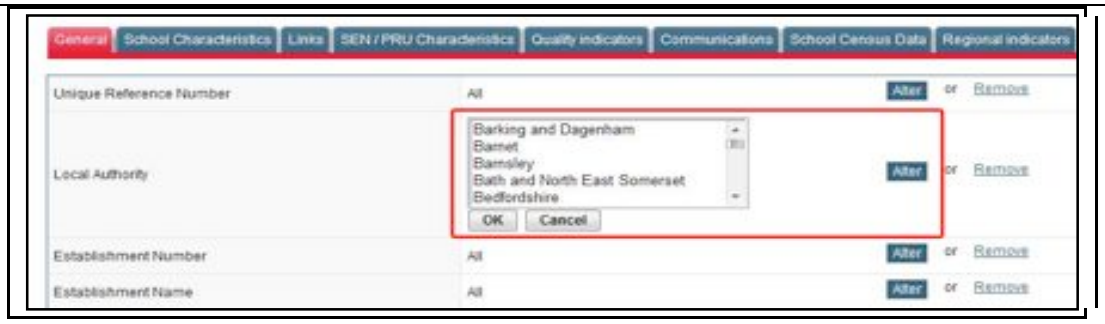


Figure 16. Creating filters 2

Note: Depending on a field type you will either pick from a list of available values, or define a range of acceptable values ('Equal to', 'Less than' or 'Greater than' for numeric fields, and 'Contains', 'Starts with' or 'Ends with' for text fields).

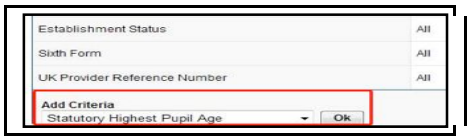


Figure 17. Creating filters 3

Once all criteria are defined, click 'Apply' to apply your filter and see the results. All establishments that meet your filtering criteria will be listed on the screen. You will have an option to enter a name for you filter and 'Save' it, select fields and 'Extract' the data, or click 'Edit' to alter filtering criteria.

Figure 18. Creating filters 4

4.4.3 Filter Example

Suppose, you would like to filter the database to locate mixed Gender establishments in Kent and East Sussex. In this case you will:

Click on the 'Special Characteristics' tab

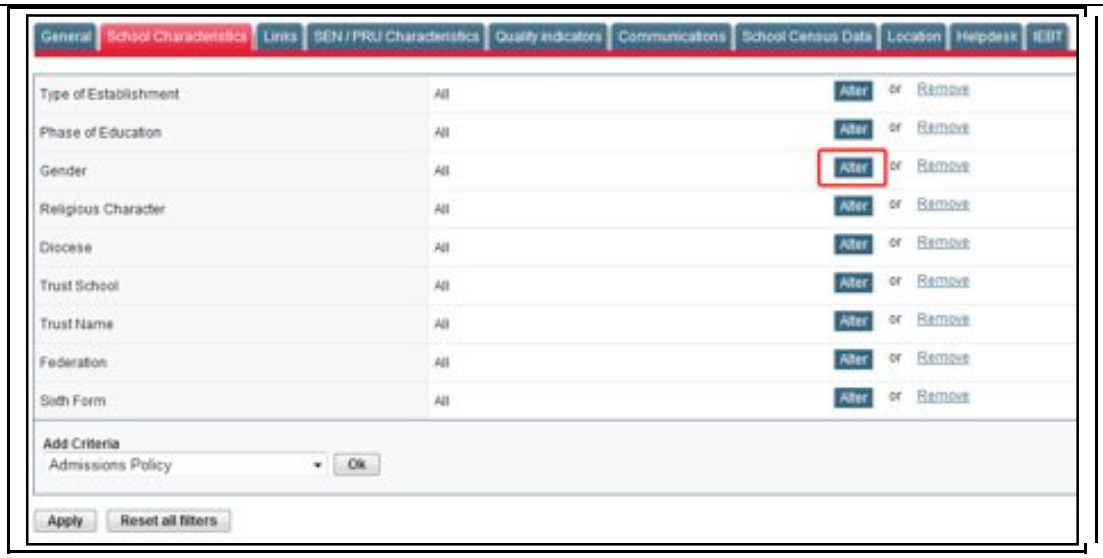


Figure 19. School characteristics

Click the 'Alter' button for the 'Gender' field and select 'Mixed' from the list.

Figure 20. Gender

Click on 'OK' 'Mixed' will appear next to 'Gender' in the table instead of 'All', which means that your filter is currently defined to display only mixed education establishments.

Switch to 'Communications' tab and select 'Kent' and 'East Sussex' in the 'County' field (hold Ctrl key to select multiple values).

Figure 21. Create filters 5

Click 'Apply' to apply your filter and see the results. You will be able to save the filter, create an extract, or edit it further to alter the results.

Figure 22. Create filters 6

Note: The filter table is somewhat different from establishment record — by default it does not includes all fields, but only those most commonly used for filtering. You can easily alter this configuration by introducing new fields from the 'Add criteria' list.

4.4.4 Editing an existing filter

To edit an existing filter click 'Edit' next to the filter name in the filters list. Filter definition page will be opened where you can alter filtering criteria (see 4.4.4 for more details).

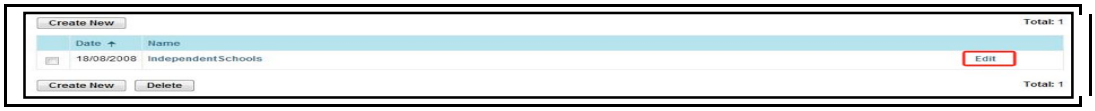


Figure 23. Editing filters

4.4.5 Deleting an existing filter

To a delete a filter you should first mark it by checking the box in the first column of the filter table, and then press 'Delete' button. You can also mark several filters to delete them at once.

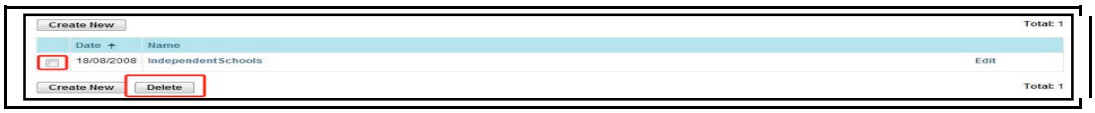


Figure 24. Deleting filters

4.5 Extract files

Click ***Extract*** files under ***Filters and Extract*** option in the left-hand menu to open the Extract files page, where you can download any of the existing EduBase extracts. Just click on a link to the file you want to download.

4.6 Scheduled extracts

You can define a schedule to produce extracts from EduBase on a regular basis, depending on your particular requirements. To schedule an extract you will need to have a filter on which to base the

output of your extract.

The schedule extracts feature is a four step workflow (wizard), where you can define the:

- filter your extract will be based on;
- fields you wish to include within your extract;
- format of your extract;
- frequency on which the extract will be generated, including a start and end date for the schedule.

4.6.1 Step 1 – Selecting your filter

Click on the ***Drop down list*** to select a filter to base your extract upon. If you do not see an appropriate filter to base your extract on, you can select the 'Create new filter' option to base your extract on a new filter.

Note: Please note that at any point during creating a scheduled extract, you may skip a step completely. For example, simply select a filter as shown in Figure 26 and click on 'Step 4'. This will automatically apply the default values to 'Step 2' and 'Step 3' and let you proceed with 'Step 4' without having to define anything in 'Step 2' and 'Step 3'

Figure 25. Selecting filters 1

4.6.2 Step 2 – Selecting fields to extract

You can select the fields you wish to extract from EduBase. You will notice that the fields are listed in the same order as they appear on the tab in the establishment record. You are able to move between tabs by selecting the drop down list which is located next to the 'OK' button. Once you have selected the tab you require, click the 'OK' button and the list of fields will refresh and populate the fields that are available on the chosen tab.

Once you have selected the values you require in your report, click the '>>' button to select your fields, this will move the chosen fields to the right hand side. If you would like to de-select the fields you have chosen then highlight the field names on the right hand side and click the '<<' button to remove these fields in your report. To select multiple values, please hold CTRL while clicking on your selection. You are also able to select all the fields in the tab by clicking on the 'Select all' button at the bottom of the list section.

Figure 26. Selecting filters 2

Note: You may notice that some fields you have selected do not appear in your extract. You will only be able to extract fields for which you have permission to access. Please contact the Service desk if you have any questions regarding which fields you have permission to view/extract.

4.6.3 Step 3 – Schedule extract

To define the frequency of your extract schedule, click on the 'Frequency' ***drop down list*** and select your preferred option. You will need to select a start date for your schedule. ***Extracts*** will be scheduled regularly from the start date until the end date (if specified). The 'End date' option will allow you to specify a date when the schedule will cease and the system will stop generating further extract files. You do not need to define an 'End date' for your schedule, leaving this option blank will provide you with access to extracts continuously based on your defined frequency.

Figure 27. Selecting filters 3

4.6.4 Step 4 – Name and format of extract

This is the final step of the extract process. You can select the format of the extract and define the name for your generated file.

To save your extract, click on the required format, add a 'Name' for your extract and click on 'Finish'. Alternatively you can download your defined extract immediately, by clicking the 'Download' button.

Figure 28. Extract 1

4.7 Change reports

This option allows you to generate reports showing the changes made to data held within EduBase.

4.7.1 Viewing pending change requests

If you are the owner of a data field(s), you will have an option to view all pending change request for which you are responsible. You will be required to approve all outstanding change requests in line with an agreed Service Level Agreement (SLA). To approve changes, click on ***Change reports***, then click on ***Pending change requests***.

Pending changes summary
Show only pending changes
Results found: 8
URN
Establishment Name
Field
Old value
New value
Due Date
Status
By
Reason
Data Owner
123546 Longden CofE Primary School UK Provider Reference Number 98765 18/08/2008 12:45:26 Rejected BO testing UKRLP
123546 Longden CofE Primary School Establishment Name Longden CofE Primary School Longden C of E Primary Schools 18/08/2008 12:45:26 Rejected BO testing Performance Data Team
123546 Longden CofE Primary School Website Address www.longdenprimaryschool.co.uk 18/08/2008 12:46:32 Rejected BO testing Establishment
123546 Longden CofE Primary School Website Address www.longdenprimary.co.uk 18/08/2008 14:11:51 Rejected BO testing Establishment
123546 Longden CofE Primary School Establishment Name Longden CofE Primary School Longden C of E Primary School 18/08/2008 14:11:51 Rejected DO incorrect naming covention. Must be CofE Performance Data Team
123456 Hollinswood Junior School Establishment Name Hollinswood Junior School Hollinswood Jr School 18/08/2008 15:36:09 Rejected DO incorrect naming convention Performance Data Team
132456 St Thomas's CofE School Street Finch Road Finch Rd 18/08/2008 15:45:42 Rejected BO testing Establishment
123456 Hollinswood Junior School Postcode TF3 2EP TF3 2LA 18/08/2008 16:14:33 Pending Establishment

Figure 29. Pending changes summary

You will be presented with a list of change requests for which you are responsible. You can choose to view only pending change requests by clicking on 'Show only pending change requests' at the top of

the report.

4.7.2 Approving change requests

To approve a pending change request, place a tick in the check box next to the change request that you wish to approve. Then click on the 'Approve' button, to approve the change request. Alternatively, if you feel that the change is unwarranted, you can reject the request and provide your reason for rejecting the change.

Figure 30. Approving change requests

4.7.3 Viewing the change history

The ***Change history*** option allows you to generate a report from the EduBase change history. Complete the 'Search' criteria and select the fields which you wish to look for changes on. Click on 'Apply' to view the results of your search.

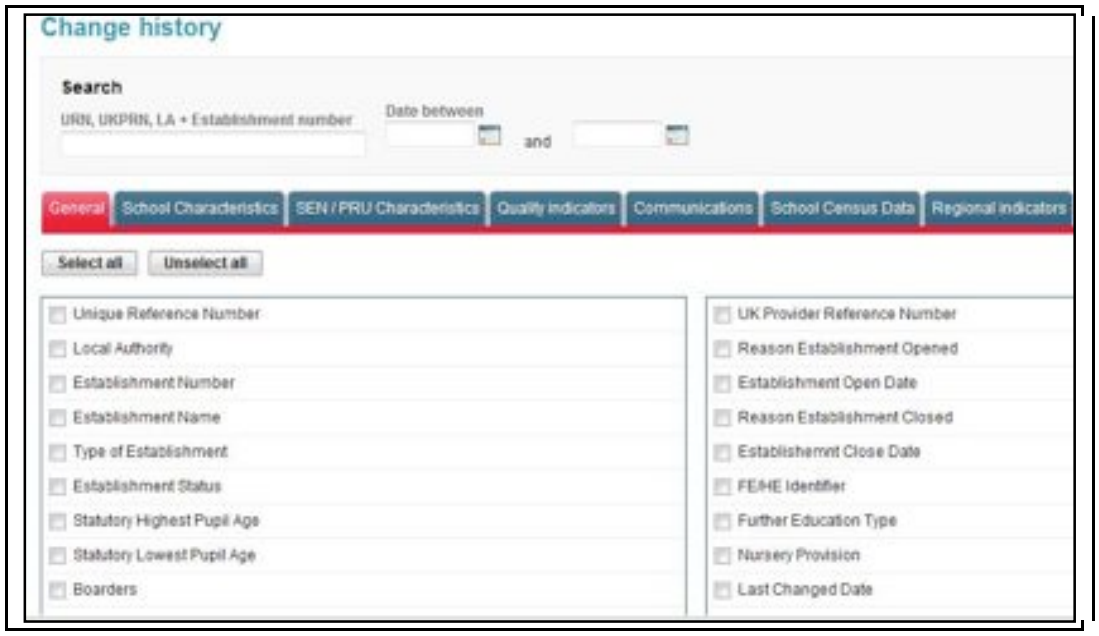


Figure 31. Change history

4.8 Inbox

EduBase provides you with an opportunity to access all your email and telephone communications with the EduBase Service desk. In order to make your EduBase communications transparent to you and to ensure that the communication that you have sent or received with EduBase Service desk is available to you when you need it, the ***Inbox*** has been introduced.

4.8.1 Compose email

This section allows you to compose and send emails. In order to compose and send emails, you need to click on ***Compose message*** under ***Inbox*** on the left hand side menu.
You can send emails to a particular user either specifying an email address in 'To' field or by selecting the recipients from the 'Add from list' button. The 'Add from list' button gives you a list of contacts within your school (registered with EduBase) and the EduBase Service desk contact. Please see Figure 33 depicting the compose dialog box where you can write an email, add attachments and select recipients by clicking on 'Add from list button'.

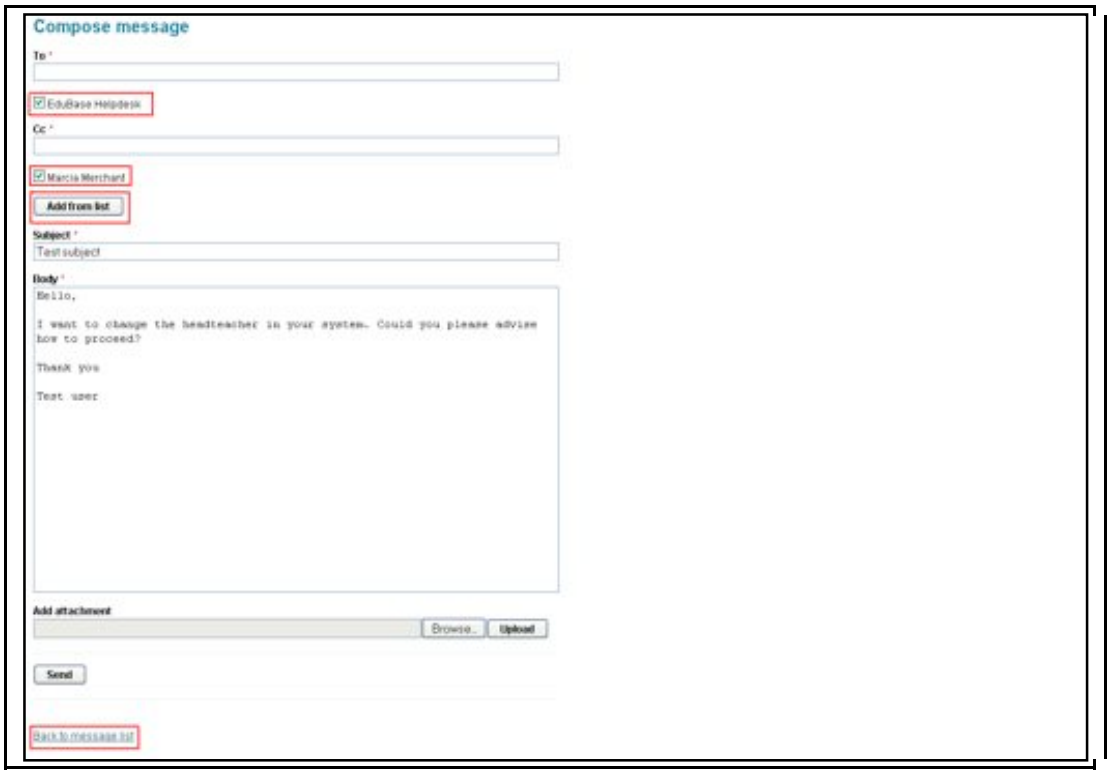


Figure 32. Compose email

Once you click on 'Add from list' button, you will be taken to a new page that will list the contacts (See Figure 34). In order to select a particular contact as a recipient, you need to select the box adjacent to the recipient's name under the 'To' or 'CC' columns. Having done this, you need to click on 'Use addresses' button which will take you back to your 'Compose email' page.

Figure 33. Choose recipients

Once you are through writing an email and specifying a recipient, you need to click on the 'Send' button to send the email.

Message list

This part of the ***Inbox*** lists out all the communications between you and the EduBase Service desk. As soon as you click on ***Message list*** on the left hand side menu, you will see the page as shown in Figure 35.

You may search a communication by specifying date(s) and/or text. In the text field, you may key in any word that was used in the email body or subject that you are searching for.

You can sort your communications using dates, sender or the subject by clicking on the 'Date', 'From', and 'Subject' headers of the ***Message list*** columns.

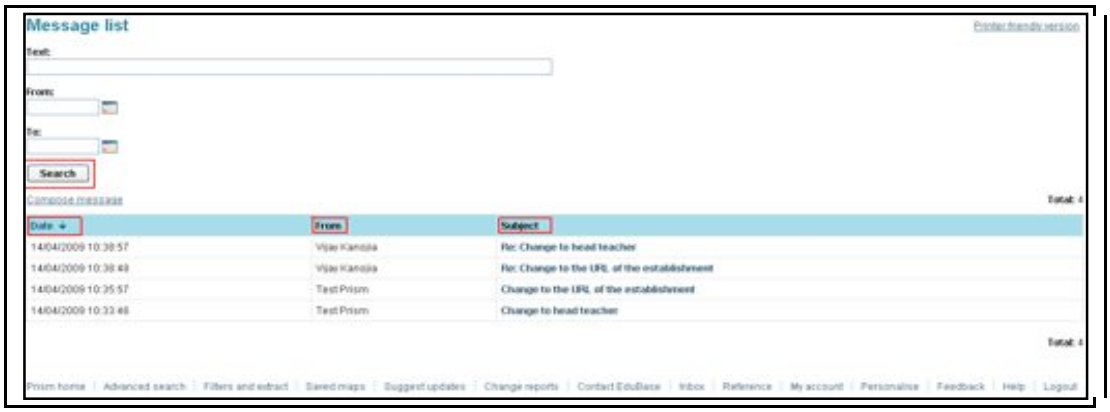


Figure 34. Message list

4.9 Mapping

EduBase v2 features a newly developed mapping capability, allowing the users to select and view school on Ordnance Survey map backgrounds. These maps are fully interactive and allow the user to customise the view of the map as required. The guidance below details the features available.

Please note, some features may not be accessible to unregistered public users. If you require login access to the EduBase v2 system please contact the EduBase Service desk through the Service Request Form found here: http://www.education.gov.uk/edubase/feedback.xhtml

4.9.1 Creating a basic map

To create a basic map of an educational establishment/s there are three areas from which this can be done:

Homepage – by searching for schools

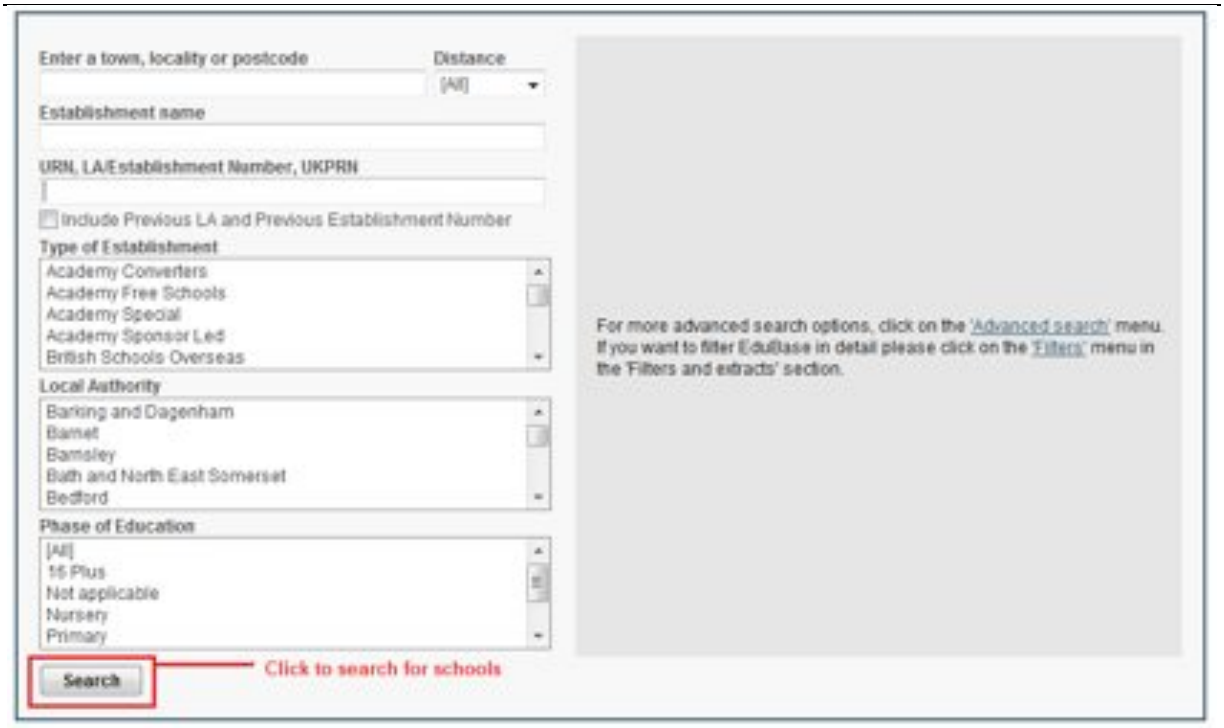


Figure 35. Creating map 1

Filters page – by applying filters to search for schools

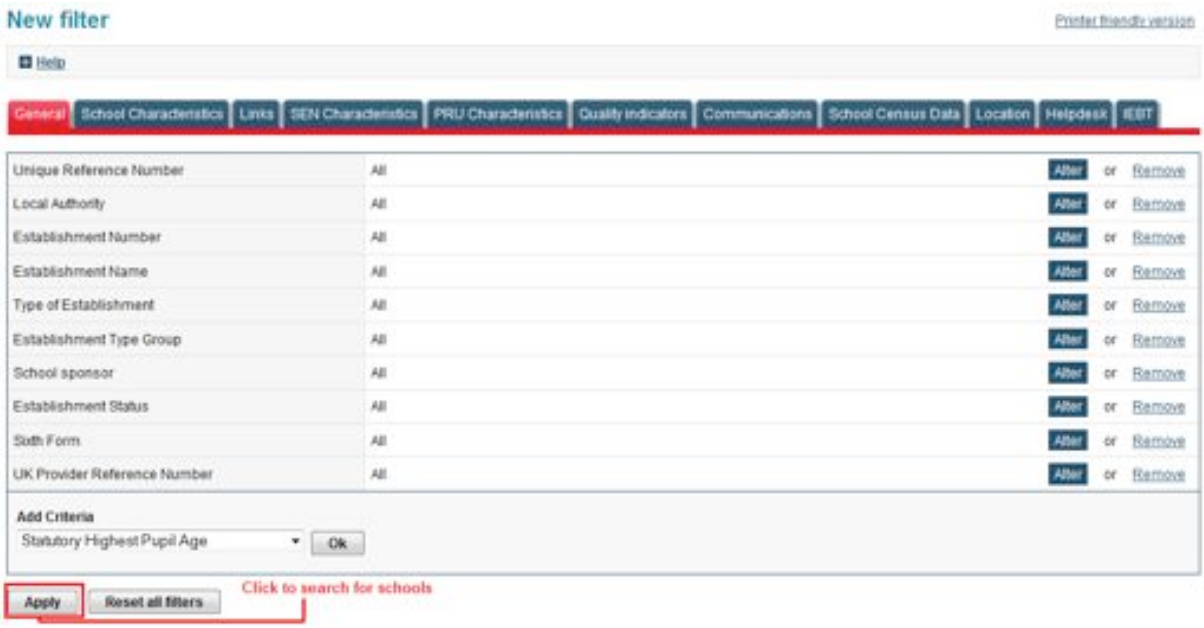


Figure 36. Creating map 2

Individual establishment's record – by clicking on the map tab

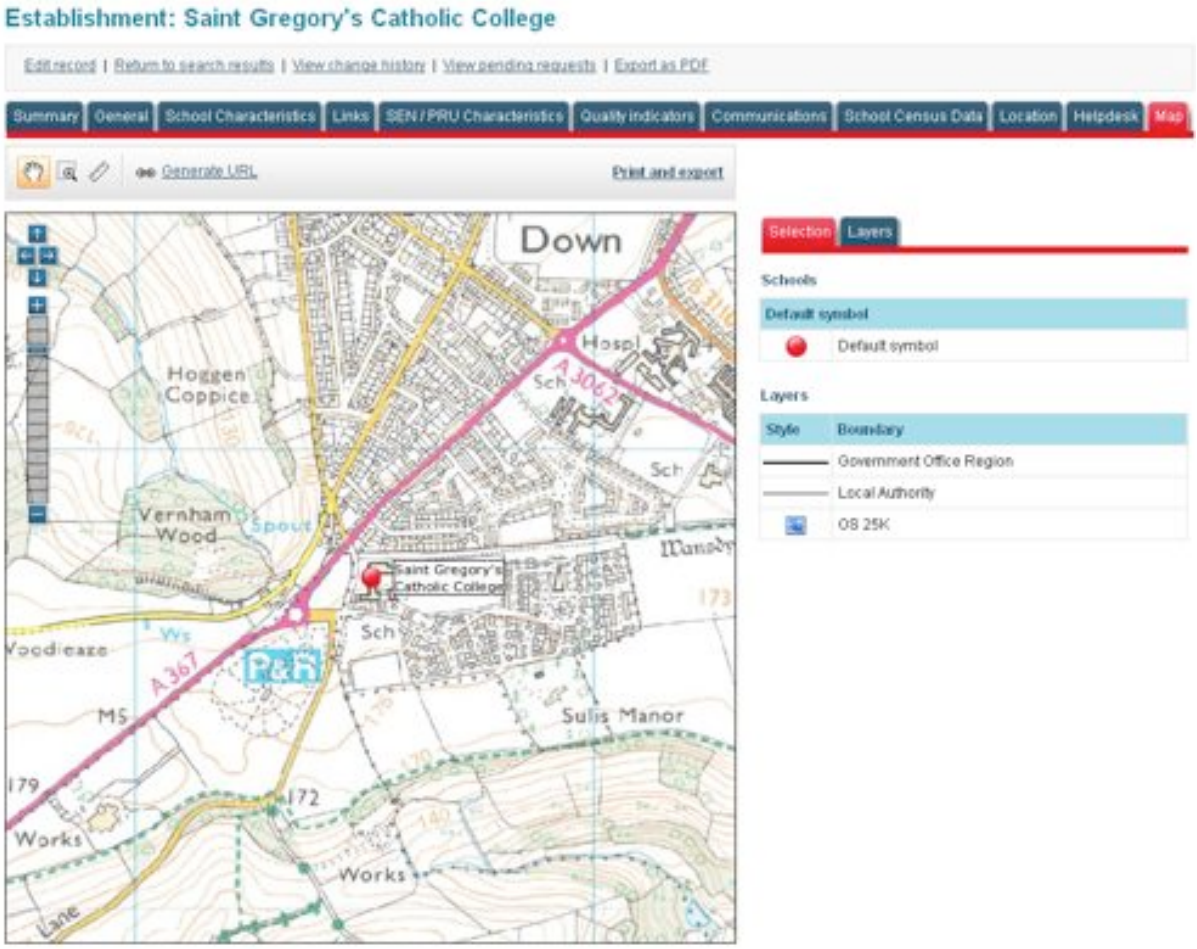


Figure 37. Maps

When searching for a school a list of schools will be returned as a table. To view this selection of schools on the map click the 'View on map' link.

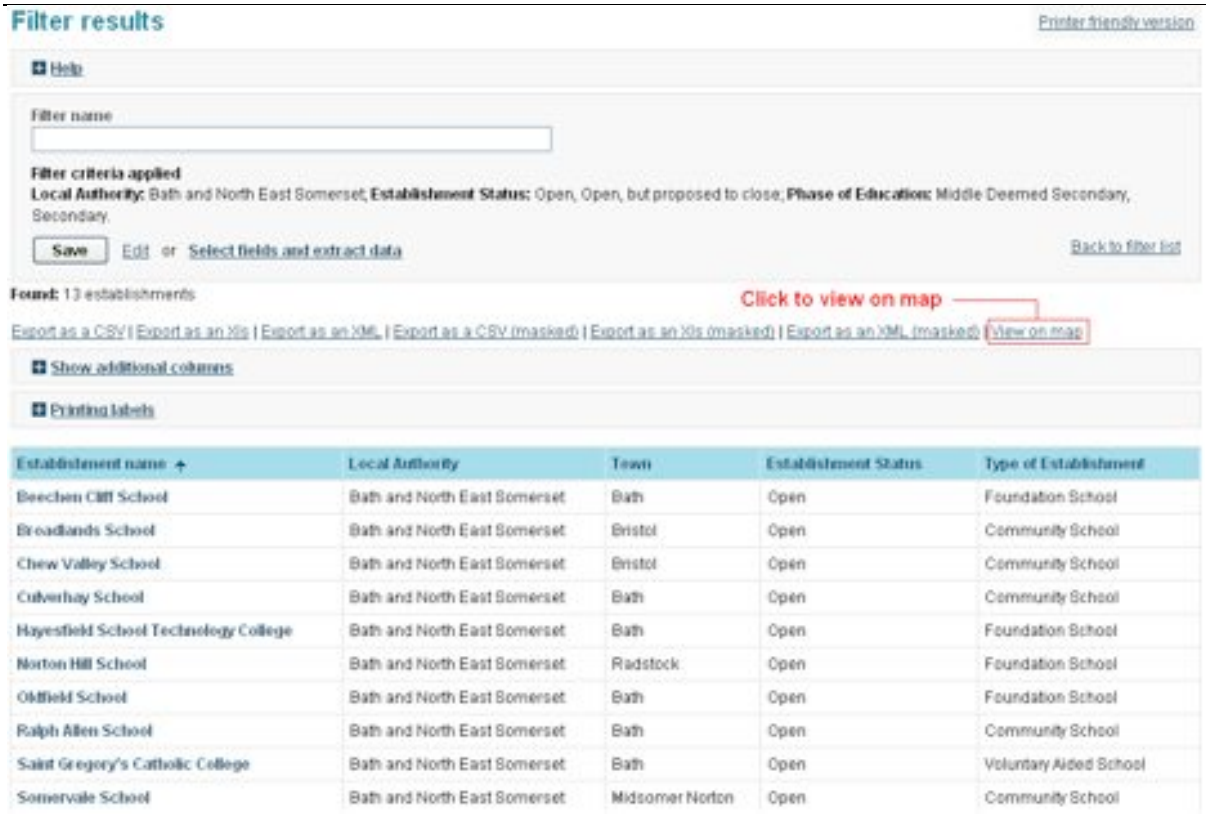

Filter results
Printer friendly version
Help
Filter name
Filter criteria applied
Local Authority: Bath and North East Somerset; Establishment Status: Open, Open, but proposed to close; Phase of Education: Middle Deemed Secondary, Secondary.
Save
Edit or Select fields and extract data
Back to filter list
Found: 13 establishments
Click to view on map
Export as a CSV | Export as an Xls | Export as an XML | Export as a CSV (masked) | Export as an Xls (masked) | Export as an XML (masked) | View on map
Show additional columns
Printing labels
Establishment name
Local Authority
Town
Establishment Status
Type of Establishment
Beechen Cliff School | Bath and North East Somerset | Bath | Open | Foundation School
Broadlands School | Bath and North East Somerset | Bristol | Open | Community School
Chew Valley School | Bath and North East Somerset | Bristol | Open | Community School
Culverhay School | Bath and North East Somerset | Bath | Open | Community School
Hayesfield School Technology College | Bath and North East Somerset | Bath | Open | Foundation School
Norton Hill School | Bath and North East Somerset | Radstock | Open | Foundation School
Oldfield School | Bath and North East Somerset | Bath | Open | Foundation School
Ralph Allen School | Bath and North East Somerset | Bath | Open | Community School
Saint Gregory's Catholic College | Bath and North East Somerset | Bath | Open | Voluntary Aided School
Somervale School | Bath and North East Somerset | Midsomer Norton | Open | Community School

Figure 38. Maps 2

The map will then be displayed as follows:

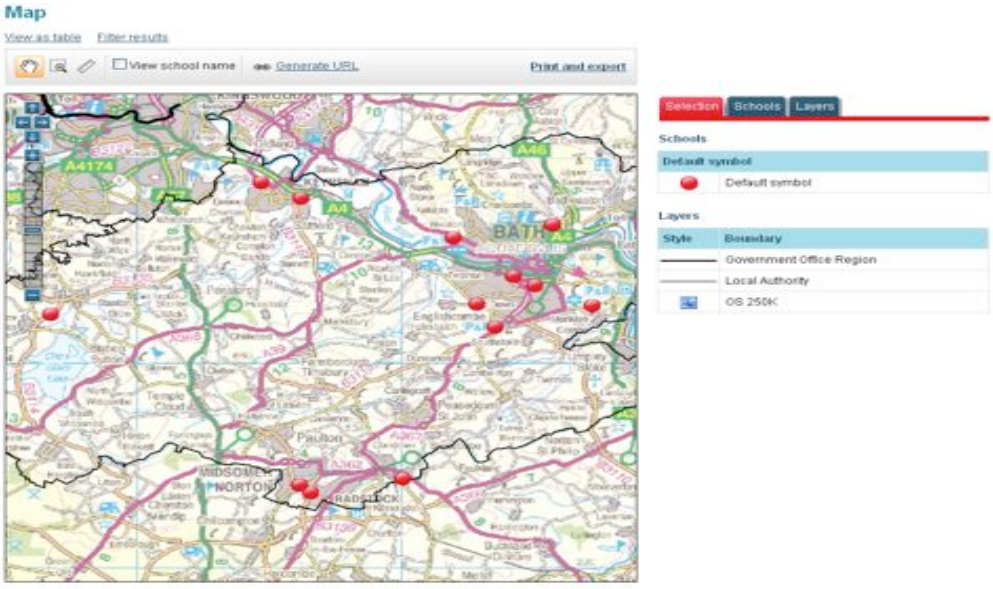


Figure 39. Maps 3

Note: If your search returns more than 150 establishments there is a possibility that this will affect the performance of the mapping tool. A warning notice will be displayed so that the user acknowledges this.

Additionally, if more than 3,000 establishments are selected to view on the map, only the first 3,000 will be plotted so as to minimize performance issues.

If fewer than 10 schools are selected to be plotted on the map, the school name will be displayed automatically on the map.

4.9.2 Map navigation

Once on the mapping page there are several options to enable the user to navigate around the map.

Map pane navigation – the toolbar on the left of the map has the following controls:

- **Arrows** – click the appropriate arrow button to move the view north, south, east or west.
- **Zoom +/-** – click + to zoom in on the center of the map, or click - to zoom out.
- **Zoom slider** – drag the zoom slider up or down to zoom in or out incrementally.

The map can also be navigated using:

- **Left mouse button** - Left click and move the mouse to pan around the map.
- **Mouse wheel** – zoom in or out using the mouse wheel.

In addition, select the drag-to-select icon to change the function of the mouse pointer to zoom in to a particular area of the map.

4.9.3 School information

The school name can be quickly viewed by holding the mouse pointer over a school symbol for a few seconds.

A summary of information can also be displayed for each school by clicking on the school symbol icon:

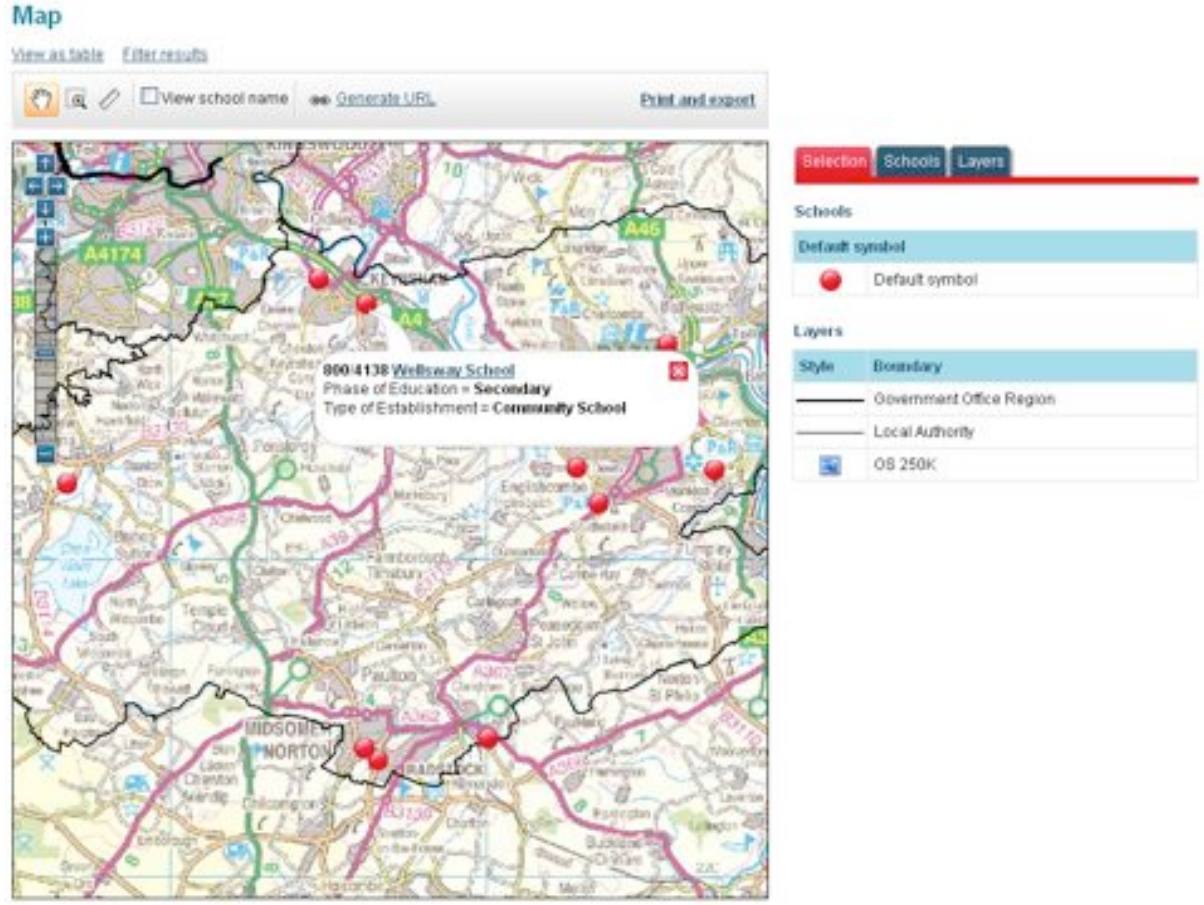


Figure 40. Maps 4

4.9.4 Customising the map

The map can be customized in the following ways:

Schools tab – the schools tab allows the user to alter the schools symbol depending on the characteristics of the school, such as Admissions Policy, Establishment status, Further Education type, Gender, etc.

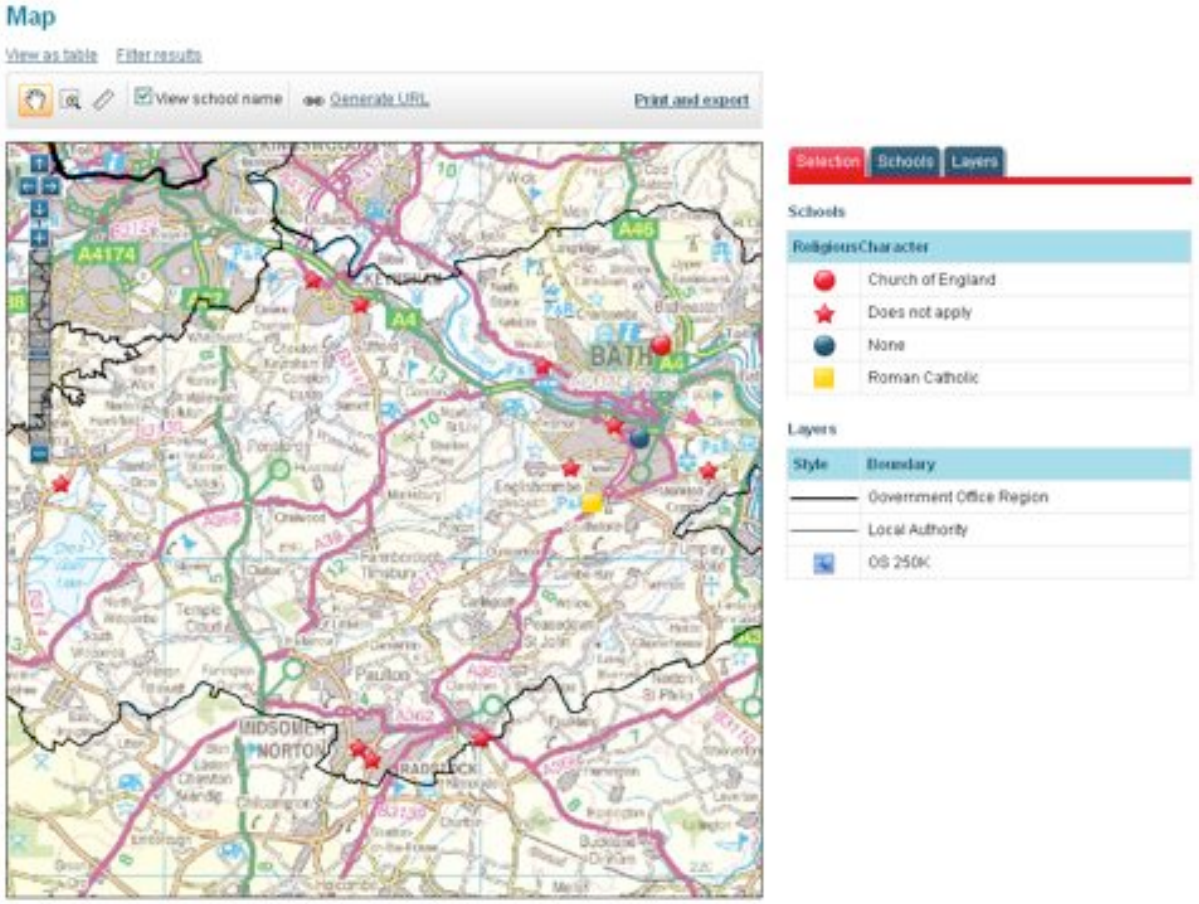


Figure 41. Maps 5

Layers tab – the layers tab allow the user to select which map layers are displayed. The layers that can be selected depend upon the zoom level of the map. It is also possible to switch off the Ordnance Survey background map.

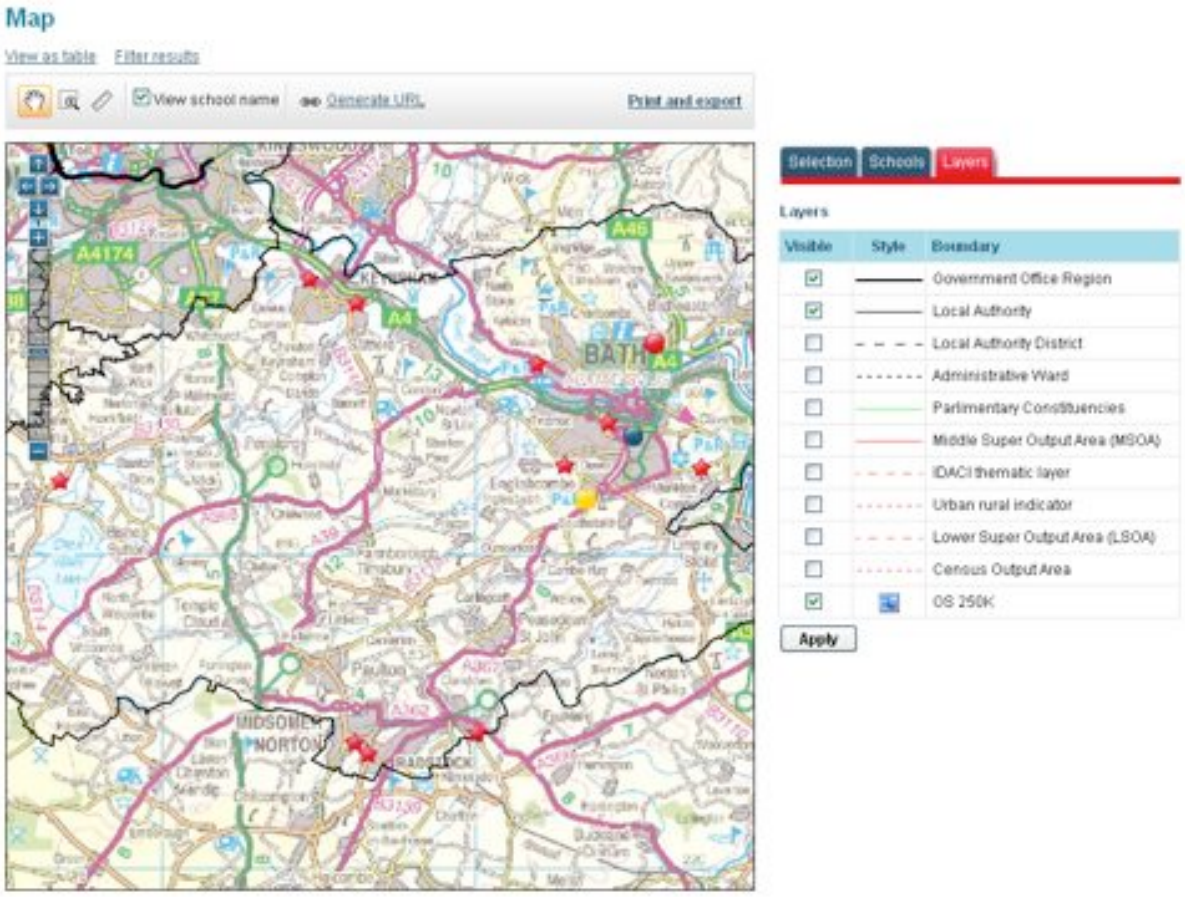


Figure 42. Maps 6

Filter results – a user can deselect particular schools that have been plotted on the map. To do this click on the Filter results link above the map, and select/deselect which establishments are displayed on the map using the tick boxes.

4.9.5 Other tools

Distance measurement – the ruler icon found above the map allows the user to measure the straight line distance between two points. Click on the ruler icon and select two points on the map.

Distance may be shown as miles, kilometres or meters.

Please note that the distance given is the straight line distance between the two points and it should not be used as the definitive measure of distance for school admissions purposes.

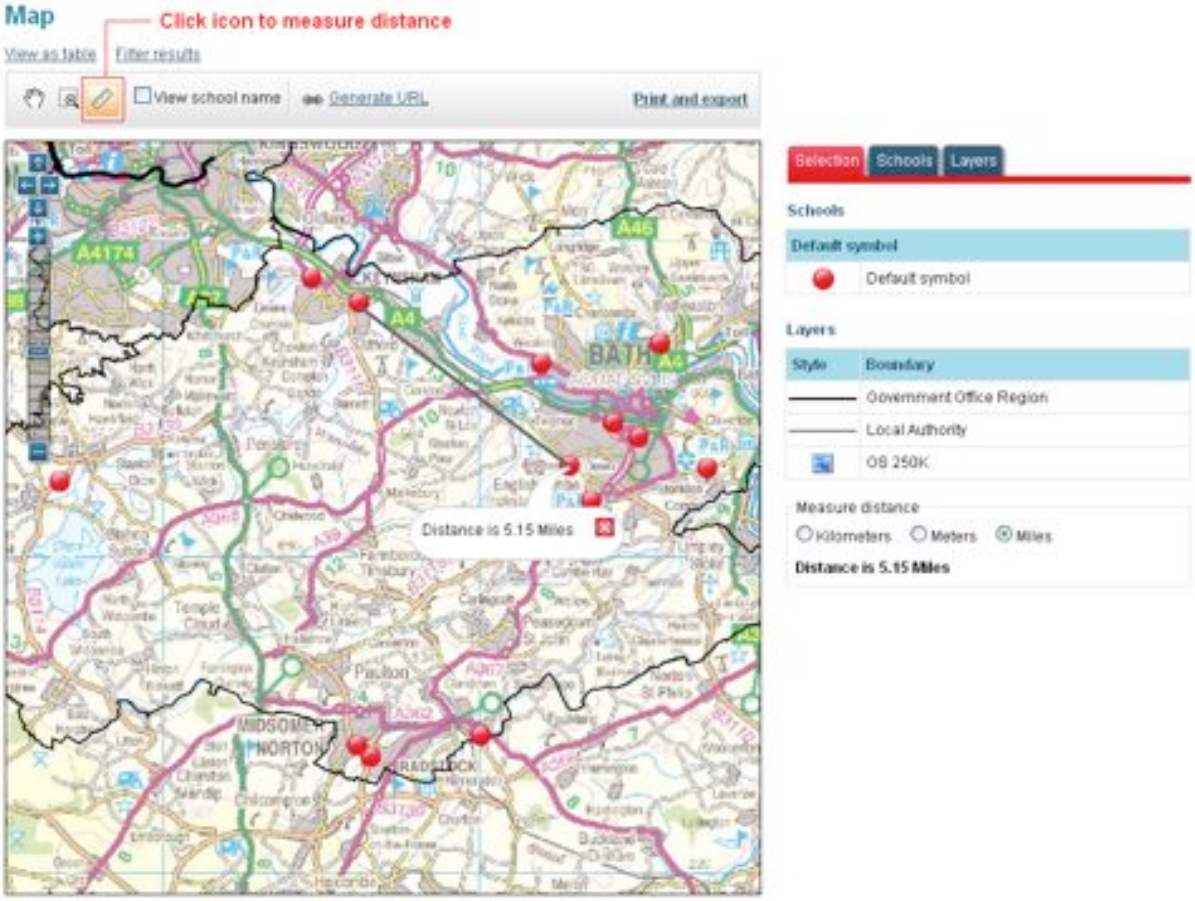


Figure 43. Maps 7

Generate URL – this feature allows the user to save a copy of the map to be accessed later. Once saved maps can be accessed from the Saved map left-hand menu item. The Generate URL link also produces a unique URL of the map which can be copied and distributed to other users to share the map with others.

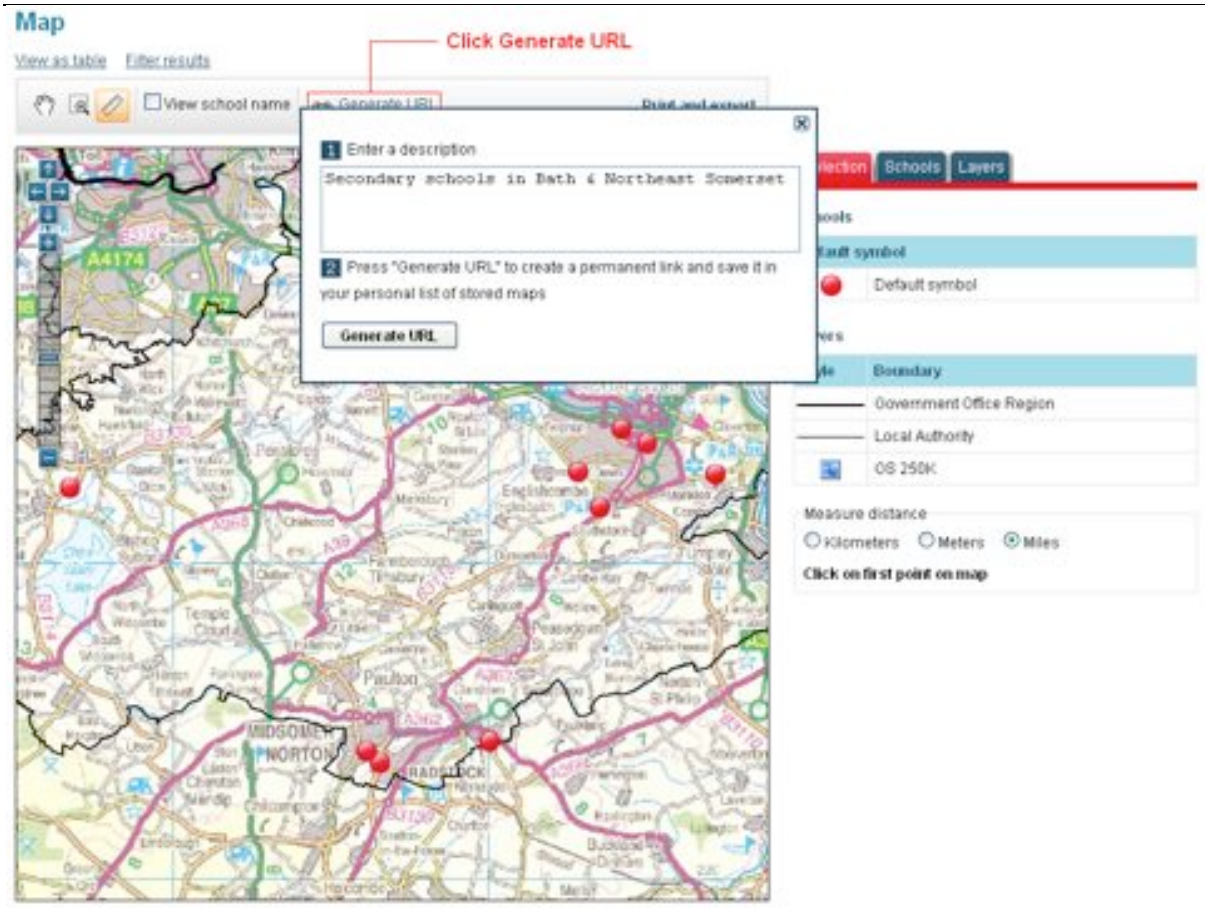


Figure 44. Maps

4.9.6 Exporting the map

Print and export – the Print and export tool allows a user to access the map in a printable format or export it as an image or PDF file for reuse in a document. The Print current map page allows the user to format the map as either landscape or portrait and as A3 or A4 size. The user can also add a title and notes to the map.

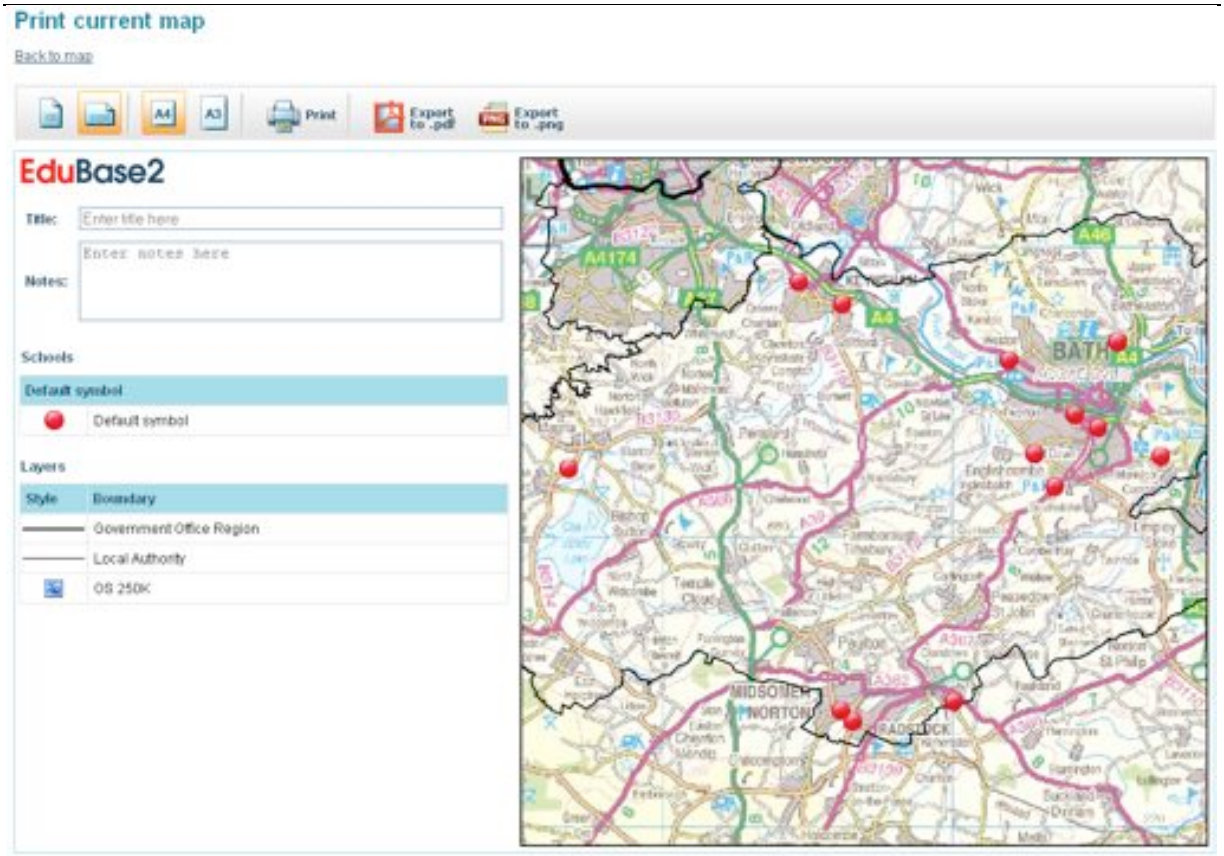


Figure 45. Maps 9

Please note, it is also possible to right-click on the map at any time to save the map as an image.

4.10 My Account – non establishment/school users

Schools/Establishments cannot edit/change their passwords. You must use the forgotten password to attain a new password.

Stakeholder users can make amendments to your Login details and update your password in this section. To make amendments click on 'Change details' link. Please see Figure 46. Once you click on change details, you will be redirected to a user update form wherein you can update your details. Please see Figure 47. If your password is weak, EduBase will alert you. Do note that your password must contain one capital letter, must be at least 6 digits long and must contain at least one number or a special character.

Figure 46. My Account

Edit the appropriate fields and click on ***Update***.

Figure 47. Update account details

Note: Users from schools will not be able to access this page.

4.11 Contact EduBase (Service Request/Feedback)

This option allows you to contact EduBase via service request/feedback forms. This is accessible from the left hand menu item 'Service Request/Feedback'. The form displays a number of fields to be populated. The establishment details are mandatory if the 'Who are you' field is set to 'School/Establishment'. The email address must be entered twice to ensure that the address is correctly entered.

When the information is populated, a category must be selected. Depending on the category selected,

an additional information comment box may have to be populated. Click send to submit the form.

Note: This is the only way to contact the EduBase service desk.

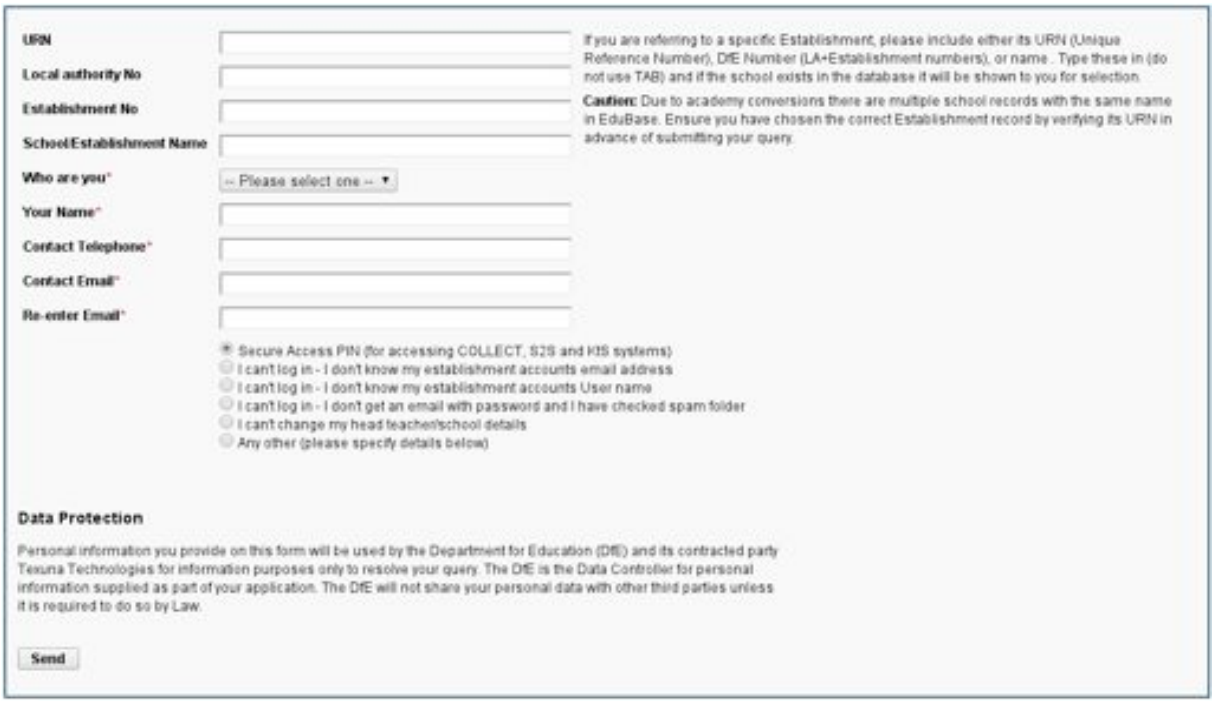

URN
Local authority No
Establishment No
School/Establishment Name
Who are you*
-- Please select one --
Your Name*
Contact Telephone*
Contact Email*
Re-enter Email*
If you are referring to a specific Establishment, please include either its URN (Unique Reference Number), DfE Number (LA+Establishment numbers), or name . Type these in (do not use TAB) and if the school exists in the database it will be shown to you for selection.
Caution: Due to academy conversions there are multiple school records with the same name in EduBase. Ensure you have chosen the correct Establishment record by verifying its URN in advance of submitting your query.
Secure Access PIN (for accessing COLLECT, S2S and KIS systems)
I can't log in - I don't know my establishment accounts email address
I can't log in - I don't know my establishment accounts User name
I can't log in - I don't get an email with password and I have checked spam folder
I can't change my head teacher/school details
Any other (please specify details below)
Data Protection
Personal information you provide on this form will be used by the Department for Education (DfE) and its contracted party Texuna Technologies for information purposes only to resolve your query. The DfE is the Data Controller for personal information supplied as part of your application. The DfE will not share your personal data with other third parties unless it is required to do so by Law.
Send

Figure 48. Feedback

4.12 News items

News items are a way of indirect communication between EduBase and end users. Each user has a news item section on the right hand side of the homepage screen. If you wish to see all the news, then you need to click on the 'All news' link which will take you to a page where you can see all the news. Figure 49 depicts the news items that are visible on the right hand side of the homepage screen under the 'Recent news' section.

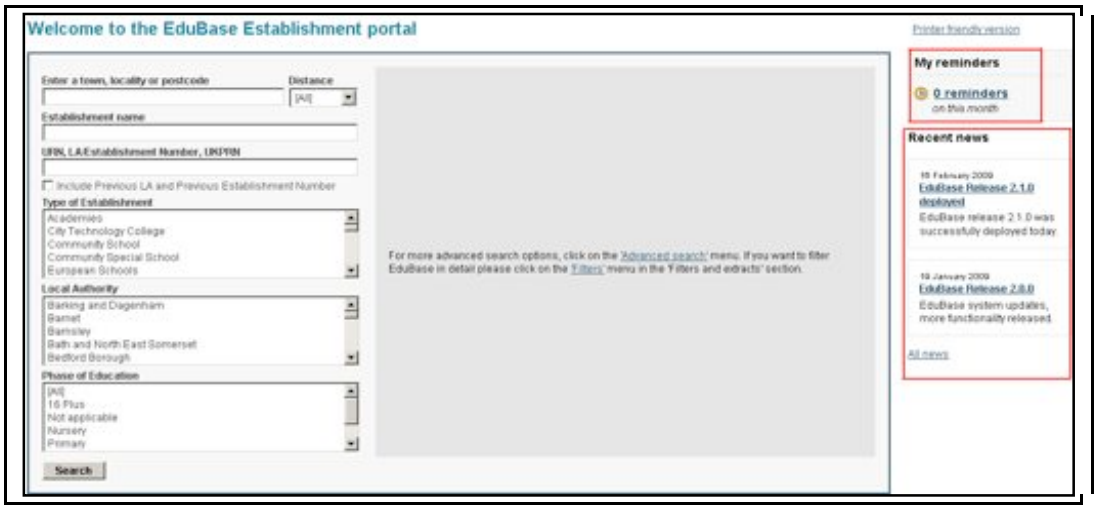


Figure 49. News items